

Council Work Session - 6:15 p.m. HRA Meeting - 6:50 p.m.

CITY COUNCIL AGENDA

Tuesday, March 19, 2013 7:00 p.m. Coon Rapids City Center Council Chambers

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

None

Approval of Minutes of Previous Meeting(s)

March 5, 2013

Consent Agenda

- 1. Recommend Reappointment of Charter Commission Members
- 2. Approve Contract Between the State of Minnesota and the City of Coon Rapids for the ICWC Program
- 3. Adopt Updated General Records Retention Schedule for Minnesota Cities
- 4. Reclassify Parcel ID # 13-31-24-11-0002 as Conservation
- 5. Receive Submitted Gambling Reports for July 1-December 31, 2012
- 6. Authorize Expenditure to the Community Strength Foundation
- 7. Cons. Resolution 13-48 Concurring with Issuance of a Gambling Premises Permit for Coon Rapids Youth Hockey Association at Crazy Loon Saloon, 133 Coon Rapids Boulevard

Reports on Previous Open Mic

8. Open Mic Report, Brian Emmans, 2441 119th Avenue NW, Re: Future Highway 10 Lane Expansion/Noise Wall

Public Hearing

- 9. Residential Street Reconstruction, Project 13-1:
 - a. Public Hearing/Assessment Hearing, 7:00 p.m.
 - b. Cons. Resolution Ordering Improvement
 - c. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- 10. Collector Street Reconstruction, Project 13-3:
 - a. Public Hearing/Assessment Hearing, 7:00 p.m.
 - b. Cons. Resolution Ordering the Project

Bid Openings and Contract Awards

None

Old Business

- 11. Miscellaneous Special Assessments:
 - a. Cons. Resolution 13-44 Adopting 2013(1) Miscellaneous Special Assessments (Contested One Year)
 - b. Cons. Resolution 13-45 Adopting 2013(1) Miscellaneous Special Assessments (Contested Three Year)

New Business

- 12. Street Reconstruction, Blackfoot Street from 119th Avenue to Coon Rapids Boulevard, Project 13-4:
 - a. Cons. Resolution Ordering Preparation of Feasibility Report
 - b. Cons. Resolution Ordering Preparation of Plans and Specifications
- 13. Cons. Resolution Ordering Preparation of Feasibility Report, Street Reconstruction Project, Intersection of Crooked Lake Blvd and Northdale Boulevard, Project 12-29
- 14. 2013 Proposed Collector Street Reconstruction, Woodcrest Drive, Project 13-2:
 - a. Cons. Resolution Accepting Feasibility Report and Ordering Public Hearing
 - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
 - c. Cons. Resolution Setting Assessment Hearing
- 15. Proposed Residential Street Reconstruction, Project 13-9:
 - a. Cons. Resolution Accepting Feasibility Report and Ordering Public Hearing for April 16, 2013
 - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
 - c. Cons. Resolution Setting Assessment Hearing for April 16, 2013
- 16. University Avenue Reconstruction Project:
 - a. Approve Joint Powers Agreement with Anoka County for Reconstruction of University Avenue from Main Street to Northdale Boulevard
 - b. Authorize Staff to Sign Final Construction Drawings
- 17. Foley Boulevard Reconstruction:
 - a. Approve Joint Powers Agreement with Anoka County for Reconstruction of Foley Boulevard from Egret Boulevard to 101st Avenue.
 - b. Authorize Staff to Sign Final Construction Drawings

- 18. Funding Home for Generations II and Other Coon Rapids Mortgage Assistance Foundation Loan Program Funds:
 - a. Approve Home for Generations II Program/Revolving Loan Fund Program Guidelines
 - b. Approve Funding for Home for Generations II Program/Revolving Loan Fund and Authorize Transfer
 - c. Approve Funding for Housing Program Marketing and Authorize Transfer
 - d. Approve Funding for Coon Rapids Housing Program Loan Pools and Authorize Transfer
- 19. Cons. Resolution 13-47 Amending the 2013 Golf Fund Budget to Appropriate Funds for Lease of Ipar Golf Cart GPS Units at Bunker Hills
- 20. Authorize Purchase of Caterpillar Wheel Loader
- 21. Authorize Purchase of Two Belos Trans Giant Sidewalk Tractors
- 22. Purchase of Replacement Copy Machine for City Manager Area:
 - a. Cons. Resolution 13-46 Amending the 2013 Budget to Reappropriate Funds
 - b. Authorize Purchase of Sharp MX 4111N Copy Machine

Other Business

Adjourn



City Council Regular

Meeting Date: 03/19/2013 **SUBJECT:** Minutes

Attachments

<u>3-5-13 Minutes</u>

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF MARCH 5, 2013

OPEN MIC/PUBLIC COMMENT

Brian Emmans, 2441 119th Avenue NW, inquired about the future expansion of Highway 10 and expressed concerns related to noise in the neighborhood near the soccer complex and the possibility of future noise walls as part of the project.

Public Works Director Himmer said he was not aware of any third lane expansion discussions but was aware of a proposed overlay project this summer.

Mayor Howe said staff will further research this possibility, adding we always try to be prepared for such projects in case funding become available, such as with the Hanson Boulevard bridge and the third lane expansion for Hanson Boulevard.

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of March was called to order by Mayor Tim Howe at 7:05 p.m. on Tuesday, March 5, 2013, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe welcomed members from Boy Scout Troop #516 who led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul

Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

FEBRUARY 19, 2013, COUNCIL MEETING

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE FEBRUARY 19, 2013, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA

- ACCEPT EASEMENT, 3750 COON RAPIDS BOULEVARD, PARENT PROFESSIONAL 1. PROPERTIES, LLC: PROJECT 02-37
- ACCEPT QUIT CLAIM DEED FROM SHAMROCK DEVELOPMENT, INC. FOR 2. **OUTLOT A, ASHLEY OAKS**
- 3. ACCEPT WATER RESTORATION PROGRAM REPORT
- 4. ACCEPT 2012 COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT
- RESIDENTIAL SURVEY FOR PROPOSED PARK REFERENDUM SURVEY: 5.
 - Α. CONSIDER RESOLUTION 13-42 AMENDING THE 2013 PARK IMPROVEMENT FUND BUDGET
 - AUTHORIZE AGREEMENT WITH DECISION RESOURCES, LTD. TO B. CONDUCT RESIDENTIAL SURVEY
- CONSIDER WAIVER OF FEES FOR FOURTH OF JULY CARNIVAL 6.
- 7. APPROVE PAWNBROKER LICENSE FOR CASH-N-PAWN INTERNATIONAL, LTD DBA MAX IT PAWN, 12475 RIVERDALE BOULEVARD NW, SUITE G
- 8. RECYCLING CENTER SCORE GRANT CONTRACT RENEWAL
- CONSIDER RESOLUTION 13-43 APPOINTING ONE MEMBER TO THE 9. SUSTAINABILITY COMMISSION
- 10. APPROVE TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE TO CONDUCT WINE TASTING AT FAITH LUTHERAN CHURCH, 11115 HANSON **BOULEVARD**

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Mayor Howe thanked Staff for providing Council thorough staff reports for the items on this evening's Consent Agenda.

THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

11. OPEN MIC REPORT - BROOKE ALSTRUP - 11751 FOLEY BOULEVARD - RE: FOLEY BOULEVARD TRAFFIC STUDY AND PARKING

at Open Mic at the February 19, 2013, Council meeting regarding concerns she had related to traffic and parking issues in the area of the 11700 block of Foley Boulevard. The Police Department received her concerns and is working to address them.

Ms. Alstrup mentioned several specific issues related to traffic safety and enforcement in regards to motorists traveling on Foley Blvd. in the 11700 block. Her immediate concern was for speeding vehicles and for vehicles passing on the shoulder. She also noticed a general disregard for pedestrians present in the crosswalk at the walking trailhead in that area.

When the police department receives a specific traffic complaint, an officer of the traffic unit will investigate the concern and conduct targeted enforcement in an effort to change driving behavior. In this case, officers have been directed to make an increased presence, and to cite when appropriate.

As for the safety of pedestrians in crosswalks, the police department is aware that some motorists display a general disregard for pedestrians crossing roadways. Minnesota Statute (MSS 169.21) requires motorists to yield the right-of way to a pedestrian crossing a roadway within a marked crosswalk or at an intersection. Failure to do so is a Misdemeanor. With the approach of spring, the department will work on educating the public using newsletters and any other interested media outlet. The department also plans on conducting targeted enforcement using trained officer pedestrians.

Ms. Alstrup's final concern is of the lack of on street parking on Foley. Foley Blvd is posted as a No Parking zone on both sides of the street in her area. This issue has been forwarded to the City Engineering Department to research the history for the placement of the signs as they relate to State law and/or prior County administrative actions. An answer will subsequently be forwarded to Ms. Alstrup.

This information has been forwarded to Ms. Alstrup in a letter.

NEW BUSINESS

- 12. PROPOSED RESIDENTIAL STREET RECONSTRUCTION, EAST OF CROOKED LAKE BOULEVARD/NORTH OF COON RAPIDS BOULEVARD, PROJECT 13-8:
 - A. CONSIDER RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING
 - B. CONSIDER RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL
 - C. CONSIDER RESOLUTION SETTING ASSESSMENT HEARING

City Engineer Moberg presented a memorandum to Council stating the City Engineering Division is recommending the reconstruction of 4.2 miles of residential streets in an area generally lying east of Crooked Lake Boulevard and north of Coon Rapids Boulevard. Staff has prepared a feasibility report for the proposed project. Council is requested to accept the feasibility report and to order a public

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improvement hearing and an assessment hearing for the project, with both hearings to be held on April 2, 2013.

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013. Streets included in the scope of the report are as follows:

- 1. South Heights Drive from Crooked Lake Boulevard to its terminus east of Wren Street.
- 2. 113th Avenue from Crooked Lake Boulevard to its terminus east of Bittersweet Street.
- 3. 112th Lane from Crooked Lake Boulevard to its east terminus.
- 4. 112th Avenue between Crooked Lake Boulevard and Yukon Street.
- 5. 111th Avenue between Bittersweet Street and Zion Street.
- 6. 110th Lane west of Zion Street.
- 7. 110th Avenue from Yukon Street to its terminus east of Wren Street.
- 8. Coon Rapids Boulevard Service Drive west of Bittersweet Street.
- 9. Crocus Street between 112th Avenue and 113th Avenue.
- 10. Bittersweet Street between Coon Rapids Boulevard and South Heights Drive.
- 11. Arrowhead Street between 111th Avenue and South Heights Drive.
- 12. Zion Street between Yukon Street and South Heights Drive.
- 13. Yukon Street from 109th Avenue to its terminus east of South Heights Drive.
- 14. Xavis Street between 110th Avenue and Yukon Street.
- 15. Wren Street between 110th Avenue and South Heights Drive.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. There are 372 single-family residential, a 48-unit townhouse complex, 3 commercial, and 2 City (Delta Park and Hoover Park) properties in the project area.

The legal descriptions for the area of benefit are:

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- Lots 1-18 of Block 1, Lots 1-15 and Lot 27 of Block 2, Lots 1-15, Lots 18-22 and Lot 27 of Block 4, Lots 1-26 of Block 5, Lots 1-45 of Block 6, Lots 1-11 of Block 7, Lots 1-9 of Block 8, Lots 1-18 of Block 9, Lots 1-13 of Block 10, Lots 2-5 of Block 11, and Lots 1-13 of Block 12, Thompson Heights 1st Addition
- Lots 1-19 of Block 1, Lots 1-15 of Block 2, Lots 1-20 of Block 3, Lots 1-7 of Block 4, Lots 1-11 of Block 5, Lots 1-28 of Block 6, Lots 1-16 of Block 7, Lots 1-32 of Block 8, Lots 1-9 of Block 9, Lots 1-3 of Block 10, Lots 1-8 of Block 11, and Lots 1-11 of Block 12, Thompson Heights 2nd Addition
- Lots 4-5 of Block 2, Lindell Addition
- PIN 15-31-24-33-0001
- PIN 16-31-24-41-0090
- PIN 16-31-24-43-0071

Approximately 420 properties were notified of the pending project in December 2012. A neighborhood meeting will be held on March 7, 2013 at 6:30 p.m. in the Civic Center.

The total estimated project cost is \$2,101,600. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and is cost-effective.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 13-8(4) ACCEPTING THE FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING TO BE HELD ON APRIL 2, 2013, RESOLUTION NO. 13-8(10) DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF A PROPOSED ASSESSMENT ROLL; AND, RESOLUTION NO. 13-8(11) SETTING THE ASSESSMENT HEARING DATE FOR APRIL 2, 2013. THE MOTION PASSED UNANIMOUSLY.

13. CONSIDER RESOLUTION NO. 13-40 APPROVING PLANS AND AUTHORIZING CITY ENGINEER TO SIGN PLANS FOR COON RAPIDS BOULEVARD MEDIAN CLOSURE CONSTRUCTION

City Engineer Moberg presented a memorandum to Council stating the City has been asked by Anoka County to approve plans for a median closure on Coon Rapids Boulevard between Egret Boulevard and 100th Lane.

Anoka County is proposing to close an existing median opening in Coon Rapids Boulevard between Egret Boulevard and 100th Lane (Project 002-601-045). Closure of the median opening will result in a limited access (right-in, right-out) condition at 100th Lane, improving safety in the Coon Rapids

Boulevard corridor. The County has prepared construction plans for the project and has requested City approval of the plans.

If plans are approved, the County anticipates construction would take place this summer.

Anoka County conducted a neighborhood open house for this project on January 16, 2013 at City Hall.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 13-40 APPROVING PLANS AND AUTHORIZING THE CITY ENGINEER TO SIGN THE PLANS FOR CONSTRUCTION ON COON RAPIDS BOULEVARD BETWEEN EGRET BOULEVARD AND 100TH LANE.

Councilmember Klint questioned who would be responsible for the roadway near Crossroads School. Public Works Director Himmer noted these were private roads and property that would have to be maintained by the property owner.

Mayor Howe requested staff review how traffic would flow through this property after the alterations in further detail and report back to the Council.

THE MOTION PASSED UNANIMOUSLY.

14. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR BITUMINOUS STREET PATCHING REPAIRS (LARGE AREAS), PROJECT 13-16

City Engineer Moberg presented a memorandum to Council stating each year the City contracts for street repairs throughout the City, primarily in the seal coat areas and watermain break areas. The City Engineering Division prepared plans and specifications for bituminous street patching and is requesting Council approval of the plans and specifications and ordering advertisement for bids at this time.

There are various types of repair work needed throughout the City each year consisting of concrete repair, bituminous street surfacing repair and turf restoration. The City will be soliciting quotes for the smaller contracts including concrete repair and turf restoration work and advertising for bids for the large bituminous patching project.

This large bituminous patching project is scheduled to be advertised in March with a bid opening on April 2, 2013. Bid results and a recommendation for contract award will be presented to Council at their April 16, 2013 meeting. If the contract is awarded, work is expected to begin in early May, depending on the contractor's schedule.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER

JOHNSON, TO ADOPT RESOLUTION NO. 13-16(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR BITUMINOUS STREET PATCHING REPAIRS. THE MOTION PASSED UNANIMOUSLY.

15. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS, MAIN STREET TRAIL AT COON CREEK BOULEVARD, PROJECT 12-16

City Engineer Moberg presented a memorandum to Council stating the City Engineering Division is recommending construction of a bituminous trail and related pedestrian bridge over Coon Creek along Main Street east of Coon Creek Boulevard.

In 2012, the City received a \$72,000 grant from the Minnesota Department of Natural Resources (DNR) and entered into an agreement with that agency to construct a trail segment along the south side of Main Street east of Coon Creek Boulevard (location map enclosed). In addition to trail construction, the project also includes installation of a pedestrian bridge over Coon Creek. Construction of this 1400 foot trail segment will close a gap in the City's trail system.

The DNR agreement requires a 50% local match to the grant amount. The local match will come from the Park Fund (794). Grant proceeds must be expended by June 30, 2013.

The City Engineering Division has prepared plans and specifications for the project. If the plans are approved, a bid opening would be scheduled for 10:00 a.m. on Friday, March 22, 2013.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 12-16(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR TRAIL CONSTRUCTION ON MAIN STREET EAST OF COON CREEK BOULEVARD.

Councilmember Johnson thanked staff for seeking grants to assist with the expense of this trail segment.

THE MOTION PASSED UNANIMOUSLY.

16. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT OF BIDS FOR NEW PRACTICE FACILITY AND LEARNING CENTER AT BUNKER HILLS GOLF COURSE

Public Works Director Himmer presented a memorandum to Council stating the project architects, Partners & Sirney and Herfort-Norby, have completed plans and specifications for the proposed improvements at the Bunker Hills Golf Course. The improvements include a new driving range and practice greens, and the addition of a short-game area and learning center building. Council is

requested to approve the plans and specifications, and order advertisement for bids, for the site work portion of the project.

On January 7, 2013, Council accepted the preliminary plans and cost estimates for the project, authorized the project budget, and approved a lease agreement with golfTEC Minnesota for operation of the Golf Instruction Learning Center at Bunker Hills.

Herfort-Norby, Golf Course Architects, LLC, have completed the design for all the site work necessary to construct the overall practice facility (grading, trail work, landscaping, restoration, etc.). The learning center building is being designed by Partners & Sirney Architects, and this portion of the project will be construction managed by Amcon Construction. The final details of the learning center building are being finalized in discussions with golfTEC Minnesota. This portion of the project will be bid at a later date, and incorporated into the overall project schedule. The project has been divided in this way to minimize disruptions to the users of the golf course, efficiently manage construction costs (different trades), and to meet the tight timeline for completion associated with hosting the State High School Golf Tournament in early June.

City staff and consultants have prepared all the items necessary to bid this project and are requesting Council's approval to advance the bidding process. If approved, advertisement for bids would begin March 8th, with a bid opening scheduled for April 2nd. It is anticipated that bid results and a recommendation for contract award will be presented to Council at the April 16, 2013 meeting.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 12-23(8); APPROVING PLANS AND SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS FOR THE SITE WORK PORTION OF THE NEW PRACTICE FACILITY AT BUNKER HILLS GOLF COURSE.

Councilmember Klint questioned when construction would begin. Public Works Director Himmer anticipated staff would come before the Council to award a contract on April 16th with work beginning shortly thereafter with the project substantially complete by mid-July. Golf Pro/Manager Anderson discussed further how the project would be phased to assure play at the golf course would continue to run smoothly.

THE MOTION PASSED UNANIMOUSLY.

17. AUTHORIZE GRANT APPLICATION TO DEPARTMENT OF NATURAL RESOURCES FOR WILDERNESS PARK TRAIL CONSTRUCTION, PROJECT 13-21

City Engineer Moberg requested the Council direct City staff to apply for a grant from the Minnesota Department of Natural Resources for a trail through Wilderness Park from the Main Street pedestrian tunnel to 121st Avenue.

The City will apply for grant money from the Department of Natural Resources for the proposed trail through Wilderness Park. The trail would connect the Bunker Hills Regional Park trail north of the Main Street tunnel, south through Wilderness Park, to 121st Avenue near Fire Station #2. In 2012, the City constructed the tunnel under Main Street through a County reconstruction project to provide a safe crossing. The high speeds and volumes of traffic on Main Street create a dangerous area for pedestrians to cross. The proposed connection through Wilderness Park would continue a safe route for pedestrians to and from the Bunker Hills Regional Park.

On February 5, 2013, City Council authorized staff to apply for a grant application for the same trail project through the Safe Routes to School Grant. Staff is also applying for funds through the DNR Grant to secure successful funding for this project.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KLINT, TO AUTHORIZE STAFF TO APPLY FOR A MINNESOTA DEPARTMENT OF NATURAL RESOURCES GRANT TO FUND THE WILDERNESS PARK TRAIL.

Mayor Howe said he was pleased that the City was pursuing a Wilderness Trail.

Councilmember Wells questioned when the proposed trail would be constructed. Public Works Director Himmer indicated the project would be completed in 2014.

THE MOTION PASSED UNANIMOUSLY.

18. AUTHORIZE GRANT APPLICATION TO DEPARTMENT OF NATURAL RESOURCES FOR PEDESTRIAN SIGNAL ON NORTHDALE BOULEVARD AT SAND CREEK PARK, PROJECT 13-22

City Engineer Moberg requested the Council direct City staff to apply for a grant from the Minnesota Department of Natural Resources for a pedestrian signal on Northdale Boulevard at Sand Creek Park.

The City will apply for grant money from the Department of Natural Resources for a pedestrian signal crossing on Northdale Boulevard at Sand Creek Park. The crosswalk system will involve the placement of push-button activated crossing signals. When pedestrians push the button, the traffic light will turn on flashing yellow, then it will go to a steady yellow, and finally to a solid red to stop the traffic. Pedestrians will have their own signs which visibly countdown the available crosswalk time. The City will be able to identify the appropriate duration as the signal allows, between 5 and 60 seconds in 5 second increments. Once the time has elapsed, the traffic light will turn off completely. In addition to the traffic signal, crossing enhancements will include the painting of both a crosswalk and the word "Stop" on the traffic lanes. Two pedestrian crossing signs will be installed for each direction, one which will forewarn drivers of the upcoming trail crossing and one located at the crossing itself. In 2012, the City installed a Hawk Flasher System that was installed on Round Lake

Boulevard for pedestrians crossing Wedgewood Trail. This system has worked very well at controlling pedestrian traffic.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER MANNING, TO AUTHORIZE STAFF TO APPLY FOR A MINNESOTA DEPARTMENT OF NATURAL RESOURCES GRANT TO FUND A PEDESTRIAN SIGNAL ON NORTHDALE BOULEVARD AT SAND CREEK PARK.

Councilmember Sanders expressed concern with the placement of this signal. He recommended the signal be moved to the east towards Redwood Street. Public Works Director Himmer explained that the placement had some flexibility. He commented the grant funds were the priority at this time, which aligned with the Sand Creek Park improvements.

Councilmember Koch agreed with Councilmember Sanders suggestion.

Mayor Howe questioned what precipitated the pedestrian crosswalk request. Public Works Director Himmer indicated the request arose out of the 4th of July event and the pedestrian crosswalk would provide another access point into the park. He commented that depending on the outcome of the grant, staff would have further information for the Council at a future meeting.

THE MOTION PASSED UNANIMOUSLY.

19. AUTHORIZE GRANT APPLICATION TO DEPARTMENT OF NATURAL RESOURCES FOR 85TH AVENUE TRAIL CONSTRUCTION, PROJECT 13-23

City Engineer Moberg requested the Council direct City staff to apply for a grant from the Department of Natural Resources for a trail along the south side of 85th Avenue from East River Road to the BNSF railroad tracks.

The City will apply for grant money from the MN Department of Natural Resources for the proposed trail along the south side of 85th Avenue. This trail would connect the existing trail along Springbrook Nature Center in Fridley to East River Road. The Anoka County Highway Department and Anoka County Parks Department support construction of this trail. If grant funds are approved in 2013, the trail could be constructed in 2014. The City could also complete the trail through Kennedy Park and connect the trail system to the Mississippi Regional Trail to the west. The City applied for grant funds for this project in the past but was not chosen by the DNR.

Councilmember Johnson stated the proposed trail connection was desperately needed in the City of Coon Rapids. He recommended the grant application move forward.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER SANDERS, TO DIRECT CITY STAFF TO APPLY FOR THE GRANT FOR TRAIL CONSTRUCTION ON 85TH AVENUE ALONG THE SOUTH SIDE OF 85TH AVENUE FROM

EAST RIVER ROAD TO THE BNSF RAILROAD TRACKS. THE MOTION PASSED UNANIMOUSLY.

20. CONSIDER RESOLUTION NO. 13-41 MODIFYING CERTAIN FEES AND CHARGES FOR USE OF CITY PARK FACILITIES

Finance Director Legg presented a memorandum to Council stating minor revisions are needed to the 2013 City park facility fees, which were previously adopted on November 20, 2012.

You may recall, in November the fee structure of park facility fees was modified to be consistent with other City facility fees. The base rate for the first three hours of the large meeting room at Riverwind is recommended to be changed from \$80 to \$75 to be consistent with the hourly rate charged after the first three hours. Likewise, the base rate for Shelter #4 at Lions Coon Creek Park and the picnic shelter at Crooked Lake is recommended to be changed from \$48 to \$45 for the same reason. Other changes include increasing the Riverwind damage deposits to \$150 from \$100 to be consistent with the damage deposit at Sand Creek Park and eliminating the Soccer Complex and Riverwind from the picnic shelter fee schedule since there are no picnic shelter rentals at those sites.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 13-41 MODIFYING CERTAIN FEES AND CHARGES FOR USE OF CITY PARK FACILITIES EFFECTIVE MARCH 6, 2013. THE MOTION PASSED UNANIMOUSLY.

21. CONSIDER ADOPTION OF POST-ISSUANCE DEBT COMPLIANCE PROCEDURES

Finance Director Legg presented a memorandum to Council stating Staff recommends the adoption of Post-Issuance Debt Compliance Procedures.

As you know, the City often issues tax exempt bonds. In other words, buyers of the bonds do not have to pay income tax on the interest earnings received. The Federal government does not want issuers to sell tax exempt bonds for more than they need, invest the proceeds and earn more than paid on the bonds. In certain interest rate environments, this could happen and did, years ago. Therefore, the IRS issued arbitrage compliance rules that issuers of debt must follow. The rules include reviewing interest earning to prove that more was not earned than paid, spending all of the proceeds in a timely manner, rebating to the Federal government excess earnings, etc. The City does follow the rules but now needs to have formal policy adopted by Council.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT THE POST-ISSUANCE DEBT COMPLIANCE PROCEDURES. THE MOTION PASSED UNANIMOUSLY.

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OTHER BUSINESS	
Councilmember Klint encouraged for the safety of their entire neighb	homeowners to keep their fire hydrants clear in the winter months borhood.
ADJOURN	
	ER SANDERS, SECONDED BY COUNCILMEMBER KOCH AT 7:41 P.M. THE MOTION PASSED UNANIMOUSLY.
	Tim Howe, Mayor
ATTEST:	

Cathy Sorensen, City Clerk



City Council Regular 1.

Meeting Date: 03/19/2013

Subject: Recommend Reappointment of Charter Commission Members

Submitted For: David Brodie, City Attorney **From:** Leah Hattstrom, Legal Assistant

INTRODUCTION

The term of three members of the City's Charter Commission expired in March 2013. Alden Hofstedt, Glenda Meixell and Norman Werner are eligible and willing to serve another four-year term effective April 2013 and expiring the end of March 2017.

DISCUSSION

State Statutes require that a minimum of seven and no more than fifteen persons serve on the Charter Commission. Of the Charter Commission's thirteen members, three members' terms expire the end of March 2013. In 2004, the Minnesota Legislature revised Minn. Stat. § 410.05 to remove any limits on the number of terms a charter commissioner may serve. Prior to this revision, Commission members were limited to serve two consecutive four-year terms.

The Council's recommendation for appointments are forwarded to the Honorable John C. Hoffman, Chief Judge for the Tenth Judicial District, who makes the final appointment.

RECOMMENDATION

Council is asked to recommend to the Chief Judge for the Tenth Judicial District that Alden Hofstedt, Glenda Meixell and Norman Werner be reappointed to serve another four-year term effective April 1, 2013, with said term to expire October 2017.



City Council Regular 2.

Meeting Date: 03/19/2013

Subject: Consideration for Approval of Contract Between the State of Minnesota and the City of Coon

Rapids for the ICWC Program

Submitted For: Tim Himmer, Public Works Director

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Every two years the City considers a contract between the State of Minnesota Department of Corrections and the City of Coon Rapids for services to provide an Institution Community Work Crew (ICWC) to complete various maintenance and construction projects for the City. A contract has been prepared by Terry Byrne, the ICWC District Supervisor, for review and approval by the City.

DISCUSSION

The ICWC crew has generally worked under the supervision of the Public Works Department supervisory staff and has completed a wide variety of projects for the City. They have been a valuable asset to the community and have provided thousands of hours of labor at a very reasonable cost.

The proposed contract fee would be \$82,511.00 per year for the two-year contract period. Funding for this program is included in various Public Works budgets including Streets, Parks, Vehicle Maintenance, Sewer, Water and Storm Water. The contract period would run from April 1, 2013 to March 31, 2015.

Staff believes this program provides cost effective maintenance services to supplement Public Works personnel. Staff recommends Council consider approval of the two-year contract to continue the ICWC program.

RECOMMENDATION

It is recommended the City Council approve the contract between the Minnesota Department of Corrections and the City of Coon Rapids for the two-year ICWC Program.

Fiscal Impact

BUDGET IMPACT:

Funding for the ICWC Program is included in various Public Works operating budgets. Funding for the remaining portion of 2013 has been included in the 2013 Budget. Funding for 2014 and the first three months of 2015 will be allocated in future budgets based on the proposed contract amounts.

Attachments

ICWC Contract

medile contract ivo.	Income	Contract	No.
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STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its commissioner of corrections, Institution Community Work Crew Program ("State"), and the City of Coon Rapids, 11155 Robinson Drive Northwest, Coon Rapids, Minnesota 55423 ("Purchaser").

Recitals

- 1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
- 2. The Purchaser is in need of an Institution Community Work Crew (ICWC).
- 3. The State represents that it is duly qualified and agrees to provide the services described in this contract.

Contract

1 Term of Contract

- 1.1 *Effective date*: April 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date*: March 31, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first

2 State's Duties

The State will:

- A. Provide a supervisor crew leader(s) and up to ten (10) offender crewmembers that the crew leader will supervise during four (4) 10-hour work days per week, including the hours crew leaders spend for daily preparation, communication and travel. The crew leader will take directions as to the location and nature of the work to be completed on a given day as requested by the Purchaser's Authorized Representative or designee.
- B. Train each work crew in safety principles and techniques set forth by applicable federal, state and local agency requirements. Purchaser agrees that the state has the authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.
- C. Provide required personal safety equipment and clothing needed for specific work.
- D. Screen projects to ensure that appropriate staff are assigned.
- E. Submit reports to the Purchaser upon request within sixty (60) days of the end of each quarter.

3 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows: Payment shall be made by the Purchaser to the State in the amount of forty-one thousand two hundred fifty-five and 50/100 dollars (\$41,255.50) on May 1, 2013, forty-one thousand two hundred fifty-five and 50/100 dollars (\$41,255.50) on November 1, 2013, forty-one thousand two hundred fifty-five and 50/100 dollars (\$41,255.50) on May 1, 2014 and, forty-one thousand two hundred fifty-five and 50/100 dollars (\$41,255.50) on November 1, 2014. Any overtime hours will be billed at the rate of sixty-seven and 50/100 dollars (\$67.50) per hour.

The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is one hundred sixty-five thousand twenty-two and 00/100 dollars (\$165,022.00), plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

4 Authorized Representatives

The State's Authorized Representative is Terry Byrne, District Supervisor, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 or his successor.

The Purchaser's Authorized Representative is Steve Gatlin, Director of Public Works, City of Coon Rapids, 11155 Robinson Drive Northwest, Coon Rapids, MN 55423 or his successor.

5 Amendments, Waiver, and Contract Complete

- Amendments. Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 5.2 *Waiver.* If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.
- 5.3 *Contract Complete.* This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and omissions and results thereof to the extent authorized by the law and shall not be responsible for the acts and omissions of the other party, their employees or agents and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes 3.736, and other applicable law. The City's liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable law.

7 Government Data Practices

The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

8 Publicity

Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.

9 Audit

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

10 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

Ву	
Title	
Date	
PPROV	/AL AS TO FORM:
Ву	
Title	
Date	
	AGENCY egated authority
ith dele	AGENCY gated authority
ith dele	
By Title Date	
By Title Date	ioner of Administration

1. PURCHASER

Distribution
DOC Financial Services Unit – Original (fully executed) contract
Purchaser
State's Authorized Representative
Budget Officer of Authorized Representative
Department of Administration – Materials Management Division



City Council Regular 3.

Meeting Date: 03/19/2013

Subject: Records Retention Schedule
From: Cathy Sorensen, City Clerk

INTRODUCTION

The City General Records Retention Schedule (GRRS) establishes retention periods for city records based on administrative, fiscal, legal and historical value.

DISCUSSION

In 1989 the City adopted the GRRS for Cities as developed by the Minnesota Department of Administration, Minnesota Historical Society, and the League of Minnesota Cities. This document has been revised and re-adopted several times over the years, the last time being in 2008. The March 2011 version includes revisions by the Minnesota Clerk and Finance Officers Association and has been approved by the Minnesota Historical Society, State Auditor, and Attorney General.

RECOMMENDATION

Council is requested to adopt the General Records Retention Schedule for Minnesota Cities dated March 2011 in its entirety.

Attachments

General Records Retention Schedule

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

Purpose of the General Records Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This City General Records Retention Schedule establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The revised schedule was updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA).

Adopting and Using the General Schedule

- A city that has adopted the previous version of this general schedule does <u>not</u> need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for Cities. It will be assumed that cities that have adopted the previous version will now utilize this revised version.
 - If you have not previously adopted the general schedule, to begin disposing of records, you must notify the State Archives of the Minnesota Historical Society that your city has adopted the schedule. The enclosed form, "Notification of Adoption of City General Records Retention Schedule", is used for this purpose.
- 2. You may adopt the schedule even though your office may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible you may adopt individual sections.
- 3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
- 4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the <u>minimum length of time</u> that you must retain your records. Once that retention period has been reached you may destroy the records as indicated on the schedule. If you need to retain some records series longer than the listed retention, you should establish an agency policy for those records.
- 5. Records identified on the schedule as archival may be transferred to a local/county historical society or other appropriate repository with the specific, written permission of the state Records Disposition Panel. Contact the State Archives at 651.259.3260 for guidelines. For further information, see the State Archives' web site at http://www.mnhs.org/preserve/records/index.html.
- 6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).
- 7. Data Practices Classifications are effective as of the printing of this Retention Schedule. Because data practices issues change regularly, classifications <u>may have changed</u>. For current information on data practices, consult Minnesota State Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at 651-296-6733 or 1-800-657-3721.

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed items.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule form". Both of these forms are available on the State Archives' web site at: http://www.mnhs.org/preserve/records/recser.html#forms.

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule".

Duplicate Records

This retention schedule concerns itself only with the city's official record copy and the retention periods assigned reflect that. It is each city's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies should <u>not</u> be retained as long as the official record. Normally the retention period on duplicate records will not exceed two years.

Records Reproduced on Optical Image Storage System

For information regarding imaging systems, refer to the standards (IRM 12 and IRM 13) issued by the Minnesota Office of Technology, "Reproduction of Government Records Using Imaging Systems" available on the Office of Technology website at: http://www.state.mn.us/portal/mn/jsp/content.do?subchannel=-536891918&programid=536911146&sc3=null&sc2=null&id=-536891917&agency=OETweb

Category Definitions for the General Schedule

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of the time a record must be kept. *A number printed alone, e.g. 10, means ten years. If months or days are meant the entry will display that, e.g. 6 months or 30 days.* The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 2000 records is January, 2004. Statutes listed here cite specific retention periods for the records series.

Archive: If a Y or "yes" appears in this column, these records have historical value and must be permanently retained by the city. If the city wishes to otherwise dispose of the records, the city should contact the State Archives of the Minnesota Historical Society at 651-259-3260 for guidelines and assistance. These records may be eligible for transfer to a county or local historical society, or other repository, and the State Archives can assist in this process. For further information see the State Archives Department's web site at http://www.mnhs.org/preserve/records/index.html.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cities the data practices classification of the record series.

Resources

Questions about archival records:

Minnesota Historical Society State Archives Department Minnesota History Center 345 Kellogg Boulevard West St. Paul, MN 55102-1906

Voice: 651-259-3260 Fax: 651-296-9961

Email: http://www.mnhs.org/preserve/records/index.html

Questions about data practices:

Department of Administration Information Policy Analysis Division

201 Administration Building 50 Sherburne Avenue St. Paul, MN 55155 Voice: 651-296-6733 1-800-657-3721

Fax: 651-205-4219 Email: info.ipad@state.mn.us

Revised: March 2011

Minnesota Historical Society State Archives Department Minnesota History Center 345 Kellogg Boulevard West St. Paul, MN 55102-1906 651-259-3260 Fax: 651-296-9961

NOTIFICATION OF ADOPTION OF **CITY GENERAL RECORDS RETENTION SCHEDULE**

- Complete this form and send the original and one copy to the State Archives Department at the above address.

 Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

City		Telephone (include area code)		
Street Address	City, Zip Code			
This is to notify the Minnesota Historical Society Retention Schedule (revised 2008). Cities are a adopted. ("X" the appropriate items) The City adopts the entire schedule.	advised to adopt the enti	ove has officially adopted the Mirire schedule. If this is not possib	le, indiv	idual sections may be
Administration	Financial/Accour	nting		Payroll
Assessing	Fire			Permits & Licenses
Attorney	Health Services			Planning & Zoning
Bonds		development Authority/ opment Authority		Public Safety – Police
Building Inspections	Human Resource	es		Public Works
Cemetery			Records Management	
Contracts/Agreements	Library			Utilities
Courts	Liquor Store			Vital Statistics
Elections	Parks & Recreati	ion		Waste Management
Name/Title of City Official (print) Signature of City Official Date D				
Email Address of Person With Records Manage	ement Responsibility:			
		The Minnesota Historical Soci Adoption of the City General F authorized to retain and dispo- schedule.	Records	Retention Schedule. You are
		Director or Designee, Minneso	ota Histo	orical Society Date

1/1

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE	BY	RECORDS PANEL	

Application No.

Date

Instructions:

- 1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
- 2. Complete original and three copies. Photocopies are acceptable.
- 3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
- 4. Send original and two copies to the State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.
- 5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
- 6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

Agency or Office		2. Division or S	ection	3. Quantity of Reco	ords
					Cubic Feet
4. Location of Records		1	5. Laws other than M.S. 1 records:	138.17 that relate to the des	struction or safekeeping of the
	ds listed on this application are accu ner administrative, legal, or fiscal va		AUTHORIZATION: Un The records listed on this a		38.17, it is hereby ordered that ccept as shown in item 7.
Authorized Signature (Ty	vpe name below)		Director, Minnesota Histor	ical Society	Date
Name		Date	Legislative or State Audito	or	Date
Title	Phoi	ne	Attorney General		Date
8. Description of Records	. Describe each record series or typ	e of record separately.	Number each series, beginnin	g with "1".	
A. Item No.	B. Name of record, form duplicate, or microfile	n numbers, content, usa med.	ge, arrangement, original		C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates
	1 ,	
PR1 (6/97)		
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EXPLANATION OF RECORD CHANGES TO THE MARCH 2008 SCHEDULE

Item	Record #	Туре	Description
1.	ADM 01110 – Appointment files	New	New Record: Appointment Files (not appointed); 1 year
2.	ADM 03050 – Correspondence - Messages	Change	Expand description to include social media (Transitory messages, e-mail, social media , or phone messages)
3.	ADM 04900 – Oath of Office	Change	Change description: Oath of Office - Police Officer s, Community Service Officers, Animal Control Officers, City Staff who issue citations Retention: 5 after termination or retirement
4.	ADM 05950 – Recordings – Audio/video	Change	Add description: for non-closed meetings
5.	ADM 05960 – Recordings – audio	Change	Retention: 3 years . Labor Negotiations 3 years; security information 4 years; purchase or sale of real property 8 years.
6.	ASG 01300 Mill Rate	Delete	Obsolete record.
7.	ASG 02300 – Property Taxes	Delete	Not record originator – was a courtesy copy
8.	BUI 01220 Sewer Availability Report	New	New record: Sewer Availability Report and supplemental documentation submitted to Met Council. Retention 2 years.
9.	FIN 00950 Automatic Payment Plan Authorization Form	New	Automatic payment plan authorization form with supporting documentation. Retention: 1 year
10	FIN 02022 –Checks (Accounts Receivable)	New	Checks received from customers submitted electronically to financial institution. Retention: 7 days (retain NSF until resolved)
11	FIN 02060 – Credit card receipts – merchant copy	Change	Reduce retention from 6 years to 2 years to coincide with other receipts. Add note: unless evidence in criminal or civil prosecution.
12	FIN 04750 – Unclaimed property reports	New	New record: Unclaimed property reports (sent to state) – includes checks not cashed. Retention 6 years.
13	PER 02020 – Hunting/Shooting permit	New	New record: Hunting/Shooting permit. Retention 6 years after expiration (this coincides with other permits).
14	POL 00900	Delete	Moved to ADM 4900
15	POL 02350	New	Dangerous Dog License Retention: 2 years after deceased
16	PWE 02000 – Water and Sewer Analysis Reports	Delete	Duplicate of UTL 03100
17	PWM 02200 – Snow removal logs	Change	Reduce retention from 10 years to 5 years.
	UTL 00300	Change	Change title to Affidavit/Contractor

General Records Retention Schedule for Minnesota Cities

State of Minnesota February 2011

Minnesota Historical Society Charles Rolls	Date 3 March 2011	400000
State Auditor	3-10-11	
Attorney General North	3/a7/11	

General Records Retention Schedule for Minnesota Cities

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CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE	FIN 02020
CHECKS (CANCELED & VOIDED) PAYROLL	FIN 02030
CHECKS (DUPLICATE)	FIN 02050
CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	FIN 02040

OLIFATION ANALYZIO	LITI 00000
CHEMICAL ANALYSIS	UTL 00800
CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS	PER 01000
CIRCULATION RECORDS	LIB 00500
CITATION/TICKETS	POL 03500
CITY CODE/CODE OF ORDINANCES	ADM 02300
CITY ORDINANCE VIOLATIONS	ADM 02400
CITY SEAL	ADM 02500
CIVIL DEFENSE FILES	POL 02000
CIVIL LITIGATION FILES	ATT 00300
CLAIMS	INS 00450
CLASSIFICATION LISTS	ASG 00500
CLASSIFICATION STUDIES	HRS 01100
CLEAN-UP DAY INFO/PERMITS	WST 00100
CLIENT INCIDENT REPORTS	HEA 00200
CLIENT INCIDENT REPORTS	HEA 00300
CLIENT INCIDENT REPORTS	HEA 00400
CLIMATOLOGICAL GRAPHS	PWM 00500
CODE COMPLIANCE INSPECTION	BUI 00500
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	HRA 00300
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS	HRA 00200
COMPENSATION PLAN	HRS 01150
COMPLAINTS - GENERAL	ADM 02700
COMPLAINTS - REAL PROPERTY	ADM 02600
COMPOSTING/YARDWASTE REGULATIONS	WST 00200
COMPREHENSIVE PLAN	PLZ 00300
CONDITIONAL USE PERMIT FILE	PLZ 00400
CONSTRUCTION BLUEPRINTS ORIGINAL	PWE 00200
CONSULTING SERVICES	HEA 00500
CONTRACTED SERVICES	HEA 00600
CONTRACTOR LICENSE BONDS	BON 00500
CONTRACTOR'S LICENSE	PER 01100

CONTRACTS/AGREEMENTS - LABOR UNIONS	HRS 01200
COPYRIGHT COMPLIANCE RECORDS	LIB 00600
COPYRIGHTS & PATENTS	ADM 02800
CORRESPONDENCE	CEM 00400
CORRESPONDENCE - ATTORNEY	ATT 00400
CORRESPONDENCE - GENERAL	ADM 02900
CORRESPONDENCE - HISTORICAL	ADM 03000
CORRESPONDENCE - MESSAGES	ADM 03050
COURT RECORDS	CTS 00000
CREDIT CARD RECEIPTS - MERCHANT COPIES	FIN 02060
CRIMINAL LITIGATION FILES	ATT 00500
CRIMINAL RECORD CHECK LOG	POL 03600
CURB STOP REQUESTS	PWM 00600
CURBSIDE RECYCLING PROGRAM	WST 00300
CUSTOMER DATA/MUNICIPAL UTILITIES	UTL 00850
D.A.R.E.	POL 02300
DAILY CASH REPORTS	FIN 02100
DAILY REPORTS (DEPARTMENT COPY)	P&R 00700
DAILY TRANSACTION REPORTS	UTL 00900
DAILY WORK SCHEDULES, CREW SCHEDULES	PWM 00700
DANCE/PARADE/PUBLIC GATHERING PERMITS	PER 01200
DANGEROUS DOG LICENSE	POL 02350
DEATH INVESTIGATION	POL 03700
DEATH RECORDS	VIT 00200
DEATH REGISTRY	HEA 00700
DEEDS	CEM 00500
DEEDS	PLZ 00500
DEFERMENT APPLICATION	ASG 00600
DELINQUENT REPORTS	UTL 01000
DEMOLITION RECORDS	PWE 00300
DEPARTMENT OF CORRECTIONS - ANNUAL REPORT	POL 00400
DEPARTMENT RULES & REGULATIONS	P&R 00900

DEPARTMENTAL REPORTS	ADM 03100
DEPARTMENTAL REPORTS	ADM 03200
DEVELOPERS AGREEMENTS	CON 00400
DIAGNOSTIC DISEASE INDEX	HEA 00800
DICTATED & AUDIO RECORDED REPORTS	POL 05820
DIETARY RECORDS	HEA 00900
DIGITIZED ALARM RESPONSES	FIR 00300
DIKE MAINTENANCE RECORDS	PWM 00800
DIRECTED PATROLS	POL 00410
DISPOSAL OF PROPERTY	FIN 02200
DISTRIBUTION REPORTS	UTL 01100
DIVISIONS AND COMBINATIONS OF REAL PROPERTY	ASG 00700
DOCK LICENSES	PER 01300
DONOR RECORDS	LIB 00700
DRIVEWAY GUTTER PATCHING RECORDS	PWM 00900
DROP OFF SITE/RECYCLING YARD WASTE	WST 00400
DRUG AND ALCOHOL TESTING RESULTS	HRS 01650
DUTY ROSTER	POL 00420
EASEMENTS	PLZ 00600
EASEMENTS - TEMPORARY	PLZ 00700
ELECTION BOUNDARIES & PRECINCT MAP	ELE 00900
ELECTION DAY FORMS	ELE 01000
ELECTION JUDGE WORKSHEET	ELE 01100
ELECTRICAL INSPECTION RECORD	BUI 00600
ELECTRICAL PERMIT	PER 01410
ELIGIBILITY REGISTER	HRS 01300
EMERGENCY PLAN	POL 00450
EMERGENCY STORM DAMAGE	PWM 01000
EMPLOYEE DISHONESTY/SURETY BONDS	INS 00500
EMPLOYEE MEDICAL RECORDS	HRS 04200
EMPLOYEE RECOGNITION & AWARDS PROGRAM	HRS 01500
EMPLOYEE SUGGESTION FORM	HRS 01600

EMPLOYERS QUARTERLY FEDERAL TAX RETURN	PAY 00450
EMPLOYMENT ELIGIBILITY VERIFICATION/I-9 FORM	HRS 02000
ENCUMBRANCES/REVERSALS - ORDERS ISSUED	FIN 02400
ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	PWE 00400
ENVIRONMENTAL ASSESSMENT WORKSHEET	WST 00500
ENVIRONMENTAL COMPLAINTS REPORTS	PWM 01100
EPA REPORTS	UTL 01200
EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS)	HRS 01700
EQUIPMENT CONTRACTS	CON 00500
EQUIPMENT INVENTORIES	FIN 02450
EQUIPMENT REPORTS	UTL 01300
EVIDENCE/PROPERTY INVENTORY REPORTS	POL 03750
EVIDENCE/PROPERTY LOGS	POL 03740
EXAMINATION FILE	HRS 01800
EXCAVATION/RIGHT-OF-WAY PERMITS	PER 01600
EXCEPTION REPORTS	WST 00600
EXPENDITURE REPORTS - MONTHLY SUMMARIES	FIN 02500
EXPENDITURE REPORTS - YEAR END SUMMARIES	FIN 02600
EXTRANEOUS AUDIO & VIDEO RECORDINGS	POL 05830
FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	FIR 00350
FAMILY MEDICAL LEAVE DOCUMENTS (FMLA)	HRS 01850
FEE WAIVER SHEETS	P&R 01000
FIDELITY BONDS	BON 00600
FILL MATERIAL REQUESTS	PWM 01200
FINANCIAL REPORTS	FIN 02610
FINANCIAL REPORTS/STATEMENTS (ANNUAL)	FIN 02620
FINES & SERVICE CHARGE RECORDS	LIB 00800
FINGERPRINT CARDS	POL 00500
FINGERPRINT CARDS	POL 00510
FINGERPRINT CARDS	POL 03800
FIRE CODE	FIR 00400

FIRE EXTINGUISHER SERVICE LICENSE	PER 01700
FIRE FIGHTER MEDICAL STANDARDS	FIR 00500
FIRE HYDRANT MAINTENANCE	UTL 01400
FIRE INSPECTION RECORD-ANNUAL	BUI 00700
FIRE INVESTIGATION REPORT	FIR 00600
FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA	FIR 00700
FIRE RELIEF ASSOCIATION	FIR 00800
FIRE RELIEF ASSOCIATION	FIR 00900
FIRE RELIEF ASSOCIATION	FIR 01000
FIRE RELIEF ASSOCIATION	FIR 01100
FIREARM APPLICATION/PERMITS	POL 03900
FIREARM TRANSFER	POL 04000
FIREWORKS PERMIT & LICENSE	PER 01800
FIRST REPORT OF INJURY	INS 00650
FLOOD CONTROL RECORDS	PWE 00500
FOOD ESTABLISHMENT LICENSE	PER 01850
FOOD SERVICE RECORDS	POL 05300
FORFEITURE FORMS	POL 03820
FRANCHISES GRANTED BY MUNICIPALITY	CON 00600
FREEZING CONDITIONS EMERGENCY LOG	PWM 01300
FROZEN WATER LINES LOG BOOK	UTL 01500
GAMBLING LICENSES & REPORTS	PER 01900
GAMBLING/LOTTERY MATERIAL	FIN 02800
GARNISHMENTS	PAY 00500
GAS FITTERS LICENSE	PER 01920
GENERAL CITIZEN CONTACTS	POL 05860
GENERAL JOURNAL	FIN 02900
GENERAL LEDGERS	FIN 03000
GOPHER STATE ONE RECORDS	UTL 01600
GRANTS	ADM 03300
GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS	ASG 00750
GRIEVANCE FILES	HRS 01900

GRIEVANCE MECHANISM	HEA 01000
HAZARDOUS MATERIAL ACCIDENT REPORT	FIR 01200
HEALTH DEPARTMENT REPORTS	UTL 01700
HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS	HEA 01100
HEALTH STAFF REPORTS	HEA 01300
HEALTH/MEDICAL PATIENT RECORDS	HEA 01200
HEARING SCREENING RECORDS	HEA 01400
HEATING, VENTILATION, AIR CONDITIONING PERMIT	PER 01930
HEATING/ VENTILATION INSPECTION RECORD	BUI 00800
HISTORICAL DATA/PHOTOGRAPHS	RMG 00200
HOME HEALTH CARE RECORDS	HEA 01500
HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW)	ASG 00780
HOMESTEAD APPLICATION REQUESTS	ASG 00800
HOMESTEAD APPLICATIONS CARDS	ASG 00900
HOMESTEAD PRINT-OUT LIST	ASG 01000
HOMESTEAD TRANSFER	ASG 01100
HOMICIDES	POL 05870
HOSPITAL LISTS OF BIRTHS AND DEATHS	VIT 00300
HOTEL & MOTEL LICENSES	PER 02000
HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER	WST 00700
HOUSING INSPECTION RECORD	BUI 00900
HOUSING PROGRAM GUIDELINES	HRA 00400
HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS	HRA 00500
HUD ADMINISTRATIVE DOCUMENTS	HRA 00600
HUNTING/SHOOTING PERMIT	PER 02020
ICR's	POL 04100
IDENTIFICATION NUMBERS	WST 00800
IMMUNIZATION RECORDS	HEA 01600
INCIDENT FORM (STATE MFIRS -1)	FIR 01300
INCIDENT REPORTS/FIRE RUNS	FIR 01400
INCOME INFORMATION	ASG 01200
INCOME SALES TAX RETURNS/RECEIPTS	FIN 03100

INDEMNITY BONDS	BON 00700
INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES	HRS 04400
IN-SERVICE/IN-HOUSE SUMMARIES	HEA 01700
INSPECTION & TESTING RECORDS	PWE 00600
INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC.	BUI 01000
INSPECTION RECORDS OF LICENSED FACILITIES	PER 02050
INSPECTIONS-SERVICE NEW MAINS	UTL 01800
INSPECTOR REPORTS	BUI 01100
INSTRUCTION BOOKS FOR JUDGES	ELE 01200
INSURANCE AGENTS' SERVICE AGREEMENT	INS 00700
INSURANCE PREMIUM REPORT	PAY 00600
INTERNAL INVESTIGATION	POL 00600
INTERNAL INVESTIGATIONS	POL 05880
INTERVIEWS - AUDIO & VIDEO RECORDINGS	POL 05900
INTOXILYZER TEST RESULTS	POL 04200
INVENTORIES	ADM 03400
INVENTORY SHEETS	LIQ 01000
INVESTIGATIVE FILES	ATT 00600
INVESTMENT DOCUMENTS	FIN 03200
INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP)	FIN 03300
JAIL REGISTER	POL 05400
JOB/POSITION DESCRIPTIONS	HRS 02200
JOURNAL ENTRY SUPPORT	FIN 03400
LABOR UNION - DISPUTES	HRS 02300
LABOR UNIONS - NEGOTIATING DATA	HRS 02400
LABORATORY ACTIVITIES	HEA 01800
LANDFILL/GARBAGE DUMP SITES	WST 00900
LEASE OF REAL PROPERTY	CON 00700
LIABILITY RELEASES	POL 00700
LIBRARY CARD	LIB 00900
LICENSE BONDS	BON 00800
LICENSING, CERTIFICATION AND ACCREDITATION	HEA 01900

LIENS	ADM 03700
LIQUOR LICENSE	PER 02100
LOANS-INTER LIBRARY	LIB 01000
LOG SHEETS	POL 00800
LONG TERM DISABILITY (LTD)	INS 01100
LOST ITEM REIMBURSEMENT RECORDS	LIB 01100
MAILING LISTS	P&R 01100
MAINTENANCE PUMP STATIONS	UTL 01900
MAINTENANCE RECORDS - CITY EQUIPMENT	ADM 03900
MAINTENANCE RECORDS - CITY PROPERTY	ADM 03800
MAINTENANCE/INSPECTION OF FACILITIES	PWM 01350
MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS	PWM 01400
MANHOLE REPAIR REPORT	PWM 01500
MANUALS - CITY EQUIPMENT	ADM 04000
MAPS - AS BUILTS	PWE 00700
MAPS - TOPOGRAPHICAL	PWE 00800
MAPS & HALF SECTION	PLZ 00800
MASSAGE LICENSE	PER 02200
MASTER NAME FILE	POL 04500
MASTER NAME FILE	POL 04600
MATERIAL SAFETY DATA SHEETS	WST 01000
MCGRUFF HOUSE	POL 02400
MECHANICAL AMUSEMENT DEVICE LICENSE	PER 02300
MEETING ROOM REQUEST	LIB 01200
METER READING CARDS/SHEETS	UTL 02000
METER RECORDS	UTL 02100
MICROFILM INDEX	RMG 00300
MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT LOANS	HRA 00700
MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS	HRA 00800
MINUTES	CEM 00600
MINUTES - CITY COUNCIL	ADM 04300

MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS	ADM 04400
MNDOT CORRESPONDENCE	PWM 01600
MOTOR VEHICLE LICENSE	PER 02400
MOVING PERMIT	PER 02500
MUG SHOTS-ADULT	POL 04700
MUG SHOTS-JUVENILE	POL 04720
NEIGHBORHOOD CRIME WATCH	POL 02500
NEWSLETTERS	LIB 01500
NEWSLETTERS - CITY GENERATED	ADM 04500
NEWSPAPER CLIPPINGS / SCRAPBOOKS	ADM 04600
NOMINATING PETITIONS	ELE 01300
NOTICE OF MEETINGS	ADM 04700
NOTICE OF SPILL(S)	WST 01200
NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE	WST 01100
OATH OF OFFICE	ELE 01400
OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS	ADM 04800
OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS	ADM 04900
OATH OF RESIDENCE/VOUCHER CARDS	ELE 01500
OCCUPANCY PERMITS/INSPECTION FILES	FIR 01600
OPEN BURNING PERMITS	WST 01300
OPERATION I.D.	POL 02600
ORDINANCE & RESOLUTIONS ADOPTED	ADM 05000
ORDINANCES & RESOLUTIONS	ADM 05100
ORGANIZATIONAL CHARTS - CITY	ADM 05200
OSHA - CITATIONS OF PENALTY	HRS 04500
OSHA - EMPLOYEE EXPOSURE RECORDS	HRS 04700
OSHA REPORTS	HRS 04600
OUTAGE REPORTS	UTL 02160
OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS	LIB 01600
OWNER INDEX	CEM 00700
PARK ACQUISITIONS	P&R 01400

PARK MASTER PLAN	P&R 01500
PARKING METER REPORTS/RECORDS	PER 02510
PARKING PERMIT	PER 02520
PARKLAND DEDICATION VALUATIONS	ASG 01400
PARTICIPATION LOG	P&R 01600
PATIENT MASTER INDEX	HEA 02000
PAWN SHOP RECORDS	POL 00910
PAWNBROKERS LICENSE	PER 02600
PAY EQUITY IMPLEMENTATION REPORT	HRS 02700
PAY EQUITY PLAN/SUMMARY	HRS 03000
PAY EQUITY PROFILES	HRS 02800
PAY EQUITY QUESTIONNAIRE BOOKS	HRS 02900
PAY EQUITY WORKPAPERS	HRS 03100
PAYMENT BONDS	BON 00900
PAYROLL HISTORY CARD	PAY 00700
PAYROLL JOURNAL	PAY 00800
PAYROLL LEDGER	PAY 00900
PAYROLL REPORTS	PAY 01000
PAYROLL WORKSHEETS	PAY 01100
PEAK DEMAND REPORTS	UTL 02130
PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	PER 02700
PENSION & RETIREMENT REPORTS	PAY 01200
PENSION FILES	HRS 03200
PERA REPORTS	PAY 01300
PERFORMANCE BONDS	BON 01000
PERMIT BONDS	BON 01100
PERMITS	P&R 01700
PERMITS - STREET OPENING	PWE 00900
PERMITS - STREET SERVICE LINES	PWE 01000
PERPETUAL CARE FLOWER FUND CERTIFICATES	CEM 00900
PERPETUAL CARE SERVICE LEDGER	CEM 00800
PERSONNEL FILES	HRS 03300

PETITIONS	ADM 05300
PETITIONS (COURT) - VALUATIONS	ASG 01500
PETITIONS RELATING TO ZONING REQUESTS	PLZ 01100
PETTY CASH REPORTS	LIB 01700
PHARMACY DATA	HEA 02100
PHARMACY INSPECTION REPORTS	HEA 02200
PHOTOGRAPHS	POL 05930
PLANNING CASE FILE	PLZ 01200
PLANS & SPECIFICATIONS	PWE 01100
PLASTERING LICENSE	PER 02800
PLAT	CEM 01000
PLAT FILES - FINAL PLAT	PLZ 01300
PLAT FILES - PRELIMINARY PLAT	PLZ 01400
PLUMBER'S LICENSE	PER 02810
PLUMBING INSPECTION RECORD	BUI 01200
PLUMBING PERMITS	PER 02900
POLICE CLEARANCE LETTERS	POL 01000
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01100
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01200
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01300
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01400
POLICIES - ALL INSURANCE POLICIES	INS 01240
POLICIES & PROCEDURES	ADM 05400
POLICIES & PROCEDURES/RULES & REGULATIONS	HRS 03400
POLLING PLACE AGREEMENTS	ELE 01600
POLLING PLACE ROSTERS	ELE 01700
POOL LICENSE	PER 03000
POOL TICKET APPLICATION FORMS	P&R 01800
PRECINCT BOOKS & PRINTOUTS FROM COUNTY	ELE 01800
PRESS RELEASES	ADM 05500
PRICE LIST	LIQ 01100
PRISONER PROPERTY RECEIPTS	POL 05500

PROBLEM STREET AREA REPORTS	PWM 01700
PROCEDURES	RMG 00400
PROCLAMATIONS	ADM 05600
PROGRAM DESCRIPTIONS	HEA 02300
PROGRAM FILES	HRA 01100
PROGRAM FILES	P&R 01950
PROJECT CORRESPONDENCE	ADM 05700
PROJECT FILES - SPECIAL ASSESSMENTS	ASG 01600
PROJECT RECORDS	PWE 01200
PROJECT RECORDS	PWE 01300
PROJECT RECORDS	PWE 01400
PROPERTY - CODES AND DEFINITIONS	ASG 01700
PROPERTY - LEASES	ASG 01800
PROPERTY - MORTGAGES	ASG 01900
PROPERTY - OPTIONS	ASG 02000
PROPERTY - PURCHASE OF	ASG 02100
PROPERTY - RECORD CARDS/ASSESSMENTS	ASG 02200
PROPERTY ACQUISITION	HRA 01200
PROPERTY/ADDRESS FILES	ATT 00700
PROSECUTION/LAW ENFORCEMENT FILES	ATT 00800
PUBLIC ASSISTANCE VOUCHER RECORDS	POL 01500
PUBLIC HEARING RECORDS	ADM 05800
PUBLIC PROPERTY USE APPLICATIONS	PER 03010
PUBLICATIONS - CITY-GENERATED	ADM 05900
PUBLICITY	LIB 01800
PUMPING REPORTS	UTL 02200
PURCHASE ORDERS	FIN 03800
PURGE LISTS	ELE 01900
QUARTERLY WITHHOLDING TAX RETURN	PAY 01350
RADIO LOGS	POL 02800
REAL ESTATE DATA CARDS	ASG 02400
REAL PROPERTY - BIDS & ESTIMATES	PLZ 01600

REAL PROPERTY APPRAISALS	PLZ 01500
RECEIPTS	ASG 02500
RECEIPTS & RECEIPT BOOKS	FIN 04000
RECLAMATION AGREEMENTS	WST 01400
RECORD OF BURIALS, TRANSFERS, ETC	CEM 01100
RECORDINGS - AUDIO	ADM 05960
RECORDINGS - AUDIO/VIDEO	ADM 05950
RECORDS CHECKOUT REQUEST	RMG 00600
RECORDS DISPOSITION AUTHORIZATION	RMG 00700
RECORDS INVENTORIES	RMG 00500
RECORDS INVENTORY REPORT	RMG 00800
RECORDS MANAGEMENT MANUAL	RMG 00900
RECORDS RETENTION SCHEDULES	RMG 01000
RECORDS TRANSFER/TRANSMITTAL LIST	RMG 01100
RECRUITMENT FILES	HRS 03500
RECYCLING BINS & ACCESSORIES PRICE SHEET	WST 01500
RECYCLING BROCHURES	WST 01600
REFORESTATION PROGRAM	PWM 01800
REGISTRATION CARDS	ELE 02000
REGISTRATION CARDS - INACTIVE	ELE 02100
REGISTRATION CARDS - INCOMPLETE	ELE 02050
REGISTRATION FORMS	P&R 02000
RENTAL AGREEMENTS	P&R 02100
RENTAL APPLICATION/LICENSE	PER 03020
RENTAL INSPECTION RECORDS	BUI 01210
REPORTS	WST 01700
REPORTS AND STUDIES	UTL 02400
REPORTS OF INJURIES OF PARTICIPANTS	P&R 02200
REPOSSESSION LOGS	POL 04840
REPRIMANDS/DISCIPLINARY ACTION	HRS 03600
REQUEST TO INSPECT POLICE REPORT	POL 01600
REQUISITIONS - DEPARTMENT COPY	FIN 04300

REQUISITIONS FOR PERSONNEL	HRS 03700
RESEARCH & SUBJECT FILES	ATT 00900
RESEARCH DATA	HEA 02400
REVENUE REPORTS - MONTHLY SUMMARIES	FIN 04400
REVENUE REPORTS - YEAR END SUMMARIES	FIN 04500
REZONING FILE	PLZ 01700
RIGHT - OF- WAY DOCUMENTS	PWE 01500
ROSTER	P&R 02300
RULES & REGULATIONS, FIRE DEPT	FIR 01700
SAFETY COMMITTEE AGENDA & MINUTES	HRS 04800
SAFETY MANUAL	HRS 04900
SALARY DETERMINATION FOR NON-UNION EMPLOYEES	HRS 03750
SALES	ASG 02600
SALES REPORTS	LIQ 01400
SALES STUDIES	ASG 02700
SALES TAX	FIN 04550
SAUNA LICENSE	PER 03100
SCHEDULES	P&R 02400
SEARCH COPIES	ASG 02800
SECTION 8 CLIENTS	HRA 01300
SECTION 8 REIMBURSEMENT REQUESTS	HRA 01400
SERVICE LINE AND ADDRESS CARDS	UTL 02500
SERVICE REQUESTS	UTL 02600
SEWER AVAILABILITY REPORT	BUI 01220
SEWER BACKUP RECORDS	UTL 02630
SEWER CLEANING REPORTS	UTL 02700
SEWER DISCHARGE PERMITS	UTL 02800
SEWER MAIN BREAK RECORDS	UTL 02830
SEXUALLY ORIENTED BUSINESS LICENSE	PER 03110
SHELF LIST	LIB 01900
SHORT TERM DISABILITY (STD)	INS 01450
SHUT OFF LIST	UTL 02900

SIDEWALK REPAIR RECORDS	PWM 02000
SIGN INSPECTION RECORD	BUI 01300
SIGN PERMIT	PER 03120
SIGN PLAN VARIANCES/APPROVALS	PLZ 01800
SIGN UP SHEETS	HRS 05100
SITE PLAN FILE - APPROVED	PLZ 01900
SITE PLAN FILE - NOT APPROVED	PLZ 02000
SLUDGE DISPOSAL	WST 01800
SNOW REMOVAL EMERGENCY PLANS	PWM 02100
SNOW REMOVAL LOGS	PWM 02200
SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT	PER 03200
SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS	ASG 02900
SPECIAL ASSESSMENT ROLLS	ASG 03000
SPECIAL COMMITTEE REPORTS	ADM 06000
SPECIAL EVENTS & PROGRAMS	LIB 02000
SPECIAL USE PERMIT FILE	PLZ 02100
STATEMENT OF ECONOMIC INTEREST	ELE 02200
STATISTICAL REPORTS	HEA 02500
STATISTICAL REPORTS	POL 01700
STORM SEWER LIFT STATIONS PUMP REPORTS	PWM 02700
STORM WATER MANAGEMENT RECORDS	PWE 01600
STREET COMPOSITION REPORTS	PWM 02300
STREET INDEXES	FIR 01800
STREET INVENTORY/CONDITION RECORDS	PWM 02400
STREET NAME CHANGE (APPROVED)	ADM 06100
STREET NAME CHANGE (NOT APPROVED)	ADM 06200
STREET PATCH REQUESTS	PWM 02500
STREET REGULATIONS	PWE 01700
STREET REGULATIONS	PWE 01800
STREET RESURFACING LOGS	PWM 02600
STREET USE PERMIT	PER 03300

STUDIES & REPORTS	LIB 02100
SUMMARY STATEMENT	ELE 02300
SUPPLY EQUIPMENT LISTS	P&R 02500
SURCHARGE REPORT	BUI 01310
SURVEYS, PROPERTY	PLZ 02200
TAX ABATEMENT AND AFFIDAVIT (CURRENT)	ASG 03100
TAX ESTIMATE FILE	ASG 03200
TAX FORFEIT FILES	ASG 03300
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION RECORDS	FIN 04600
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED- Must meet certain criteria	FIN 04660
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS (See also FIN 04660)	FIN 04650
TAXI LICENSES	PER 03400
TELEPHONE SYSTEM	ADM 06300
TEST RESULTS	WST 01900
THEATER LICENSE	PER 03410
TICKET SALES REPORTS	P&R 02600
TIME SHEETS	PAY 01400
TITLES TO MUNICIPAL VEHICLES & EQUIPMENT	ADM 06400
TRAFFIC MONITORING DEVICES	POL 04820
TRAINING MANUAL	HRS 05200
TRAINING MATERIALS	HRS 05300
TRAINING RECORDS - FOR EACH INDIVIDUAL	HRS 05400
TRAINING RECORDS - SEXUAL HARASSMENT	HRS 05600
TRAINING RECORDS FOR EACH OFFICER	POL 05700
TRAINING RECORDS-RIGHT TO KNOW	HRS 05500
TRAINING REPORT	POL 05800
TRANSFER SHEETS - STOCK	LIQ 01500
TRANSPORT INFORMATION	WST 02000
TRANSPORTATION SERVICE	P&R 02700
TRAVEL EXPENSE RECORDS	FIN 04700
TREASURER'S REPORT - MONTHLY	FIN 04710

TREE DISEASE CONTROL	PWM 02800
TREE TRIMMING/REMOVAL LICENSE	PER 03420
TUBERCULOSIS PREVENTION & CONTROL	HEA 02600
TUBERCULOSIS PREVENTION & CONTROL	HEA 02700
UNCLAIMED PROPERTY RECORDS (SENT TO STATE)	FIN 04750
UNEMPLOYMENT CLAIMS/COMPENSATION	HRS 04000
UNIFORM HAZARDOUS WASTE MANIFESTS	WST 02100
USE OF FORCE	POL 05920
UTILITY ACCOUNT CHANGE ORDERS	UTL 03000
UTILITY PAYMENT STUB	UTL 03050
VACATION & LEAVE REQUESTS	PAY 01500
VACATION FILES	PLZ 02300
VALIDATION REPORTS (from State)	POL 04870
VALUATION LISTS	ASG 03400
VALUE IN EXCESS OF PURCHASE PRICE (VIEPP)	HRA 01600
VARIANCE FILES	PLZ 02400
VEHICLE IMPOUNDS	POL 04900
VEHICLE SAFETY INSPECTION REPORTS	PWM 02900
VETERANS PREFERENCE ELECTION FORM	HRS 04050
VIDEO TAPE OF BOOKING	POL 05600
VIDEO TAPES - GENERAL	ADM 06420
VIDEO TAPES - HISTORICAL	ADM 06440
VIDEO TAPES - PROJECTS	ADM 06460
VIDEO TAPES OF PUBLIC MEETINGS	ADM 06500
VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE	FIR 01900
VOLUNTEER GROUPS RECORDS	LIB 02200
VOLUNTEER PERSONNEL RECORDS	LIB 02300
VOLUNTEER RECORDS	HEA 02800
VOTER RECEIPTS	ELE 02400
W-2 STATEMENTS - EMPLOYERS COPY	PAY 01600
W-3 STATEMENTS	PAY 01700
W-4 FORM - ORIGINALS	PAY 01800

RECORD SERIES TITLE

WAGE ASSIGNMENTS	HRS 04100
WARRANT REQUESTS	HRA 01700
WASTEWATER MANAGEMENT RECORDS	PWE 01900
WATER AND SEWER ANALYSIS	UTL 03100
WATER MAIN BREAK RECORDS	UTL 03200
WATER METER REPLACEMENT SHEETS	UTL 03300
WATERSHED DISTRICT RECORDS	PWE 02100
WEED COMPLAINT & REPORTS	PWM 03000
WEIGHT TICKETS	PWE 02200
WELL PERMITS	UTL 03400
WETLAND RECORDS	PER 03450
WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM	HEA 02900
WORK ORDERS	FIN 05000
WORK SCHEDULE FILES	LIB 02400
WORKERS COMP PROOF OF PAYMENT	PAY 01900
WORKERS' COMPENSATION CLAIM REGISTER	INS 01600
WORKERS' COMPENSATION CLAIMS	INS 01550
WRECKING PERMIT	PER 03500
WYC	POL 02200
ZONING FILES	PLZ 02500

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 00100	ABSTRACT & CERTIFICATES OF TITLES:	Length of Ownership	Public	
ADMINISTRATION	ADM 00200	AFFIDAVIT OF MAILING Certified list of property owners.	6	Public	
ADMINISTRATION	ADM 00300	AFFIDAVITS OF PUBLICATIONS GENERAL NOTICES i.e. bonds, improvement projects, assessment hearings and liquor licenses.	6	Public	
ADMINISTRATION	ADM 00400	AFFIDAVITS OF PUBLICATIONS Ordinances and Resolutions.	Permanent	Public	
ADMINISTRATION	ADM 00500	AGENDA PACKETS -CITY COUNCIL Complete record of information relevant to city council meetings.	Permanent	Public	
ADMINISTRATION	ADM 00600	AGENDA PACKETS - MISCELLANEOUS Various Boards, Commissions, Committees & Councils, i.e. Planning & Zoning, Parks & Rec., Traffic & Transportation, etc. that are council approved or appointed.	Permanent	Public	
ADMINISTRATION	ADM 00650	AGENDA PACKETS - MISCELLANEOUS Various commissions, boards, and committees not council approved or appointed.	3	Public	
ADMINISTRATION	ADM 00700	AGREEMENTS - TRUST Documents relating to property the city has acquired through donations or wills.	Permanent	Public	
ADMINISTRATION	ADM 00800	AIRPORT DEVELOPMENT/PLANNING Includes minutes of airport commission, committee and major reports, and planning documents.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 00900	AIRPORT OPERATIONS/ MAINTENANCE	6	Public	
ADMINISTRATION	ADM 01000	ANNUAL REPORTS City or departmental.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 01100	APPOINTMENT FILES Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission.	2 after appointed period	Public/Private	MS 13.43, Subd. 3

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 01110	APPOINTMENT FILES - NOT APPOINTED	1	Public/Private	MS 13.43, Subd. 3
ADMINISTRATION	ADM 01200	ARTICLES OF INCORPORATION	Permanent; has historical value	Public	
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS-OFFICIAL COPY Opinions of city attorney and correspondence relating thereto.	Permanent; has historical value when no longer needed by agency	Public	
ADMINISTRATION	ADM 01400	BIDS & QUOTATIONS ACCEPTED Passed by the city council.	10 after completion of project	Public/Non-public	MS 13.37, Subd. 2
ADMINISTRATION	ADM 01500	BIDS & SPECIFICATIONS & SUPPORTING PAPERS - NOT ACCEPTED Rejected by city council.	6	Public/Protected Non-public until all bids are opened.	MS 13.37
ADMINISTRATION	ADM 01600	BILLS OF SALES Record documenting the official transaction between the city and the buying party.	6	Public	
ADMINISTRATION	ADM 01700	BONDS - CITY OFFICIALS	6 after termination	Public	
ADMINISTRATION	ADM 01800	BUDGET - RECORD COPY Includes city and/or departmental budgets.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 01900	BUDGET - SUPPORT/WORKING PAPERS	2 yrs	Public	
ADMINISTRATION	ADM 02000	BYLAWS - COMMISSIONS AND BOARDS	Permanent; has historical value	Public	
ADMINISTRATION	ADM 02100	CENSUS REPORTS - CITY GENERATED Reports and any protests to census.	Permanent	Public	
ADMINISTRATION	ADM 02200	CHARTER Attorney's opinions, petitions, correspondence, etc.	Permanent; has historical value	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 02300	CITY CODE/CODE OF ORDINANCES Complete list of ordinances.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 02400	CITY ORDINANCE VIOLATIONS Letters stating violations, court actions, etc.	5	Public	
ADMINISTRATION	ADM 02500	CITY SEAL	Permanent	Public	
ADMINISTRATION	ADM 02600	COMPLAINTS - REAL PROPERTY By citizens about the use of real property.	7	Public/Private/ Confidential	MS 13.44
ADMINISTRATION	ADM 02700	COMPLAINTS - GENERAL General city services, maintenance, repair, citizen complaints.	1 after action completed	Public	
ADMINISTRATION	ADM 02800	COPYRIGHTS & PATENTS	Until expired	Public	
ADMINISTRATION	ADM 02900	CORRESPONDENCE - GENERAL	3	Public	
ADMINISTRATION	ADM 03000	CORRESPONDENCE - HISTORICAL Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual.	Permanent; has historical value	Public/Private	MS 13.601
ADMINISTRATION	ADM 03050	CORRESPONDENCE - MESSAGES Transitory messages, e-mail, social media, or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which relate to transactions of city business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public.	Until read	Public	
ADMINISTRATION	ADM 03100	DEPARTMENTAL REPORTS Annual	Permanent; has historical value	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual	1	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 after audit State CFR 24.42, 6 after audit Federal 28USC2415(b)	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 03400	INVENTORIES Reports, equipment supplies, etc.	Until Superseded	Public	
ADMINISTRATION	ADM 03700	LIENS	10	Public	
ADMINISTRATION	ADM 03800	MAINTENANCE RECORDS - CITY PROPERTY All buildings.	3	Public	
ADMINISTRATION	ADM 03900	MAINTENANCE RECORDS - CITY EQUIPMENT Vehicles, heavy equipment, and office equipment. May include maintenance agreements, contracts, bids, correspondence, etc.	Length of ownership and after audit	Public	
ADMINISTRATION	ADM 04000	MANUALS - CITY EQUIPMENT Instructions or maintenance manuals of office equipment.	Until removed or superseded	Public	
ADMINISTRATION	ADM 04300	MINUTES - CITY COUNCIL	Permanent; has historical value	Public	
ADMINISTRATION	ADM 04400	MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS Including Planning, HRA, EDA, Park & Recreation, Zoning, Traffic & Transportation, Charter Commission, Advisory Council, etc.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 04500	NEWSLETTERS - CITY GENERATED	Permanent; has historical value	Public	
ADMINISTRATION	ADM 04600	NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposes only.	Permanent	Public	
ADMINISTRATION	ADM 04700	NOTICE OF MEETINGS City-generated.	6	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 04800	OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to various boards, commissions and committees.	10 after service of elected/ appointed position	Public	
ADMINISTRATION	ADM 04900	OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS	5 after termination or retirement	Public	
ADMINISTRATION	ADM 05000	ORDINANCE & RESOLUTIONS ADOPTED	Permanent; has historical value	Public	
ADMINISTRATION	ADM 05100	ORDINANCES & RESOLUTIONS Proposed but not adopted.	2	Public	
ADMINISTRATION	ADM 05200	ORGANIZATIONAL CHARTS - CITY	Until Superseded	Public	
ADMINISTRATION	ADM 05300	PETITIONS	5	Public	
ADMINISTRATION	ADM 05400	POLICIES & PROCEDURES Documents the policies and procedures of the city.	Until Superseded	Public	
ADMINISTRATION	ADM 05500	PRESS RELEASES	1	Public	
ADMINISTRATION	ADM 05600	PROCLAMATIONS Related to subject or action.	1 after recorded or filing of action	Public	
ADMINISTRATION	ADM 05700	PROJECT CORRESPONDENCE With state and federal agencies, not including general correspondence.	6 or subject to state or federal requirements	Public	
ADMINISTRATION	ADM 05800	PUBLIC HEARING RECORDS Related to subject or action.	Can be destroyed after recorded in minutes. If not recorded in minutes, then retain 6 yrs.	Public	
ADMINISTRATION	ADM 05900	PUBLICATIONS - CITY-GENERATED Including brochures, booklets, informational pamphlets, etc.	Until superseded	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 05950	RECORDINGS - AUDIO/VIDEO For non-closed meetings	3 months after minutes are approved	Public	
ADMINISTRATION	ADM 05960	RECORDINGS - AUDIO For closed meetings	Labor Negotiations 3 years; Security Information 4 years; Purchase or sale of real property 8 years	Non-public/Public	13D.05 13.37
ADMINISTRATION	ADM 06000	SPECIAL COMMITTEE REPORTS Minutes, policies, studies, correspondence, etc.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 06100	STREET NAME CHANGE (APPROVED) Petitions, studies, engineer's reports, etc.	Permanent	Public	
ADMINISTRATION	ADM 06200	STREET NAME CHANGE (NOT APPROVED) Petitions, studies, engineer's reports, etc.	2 after recorded or filing of action	Public	
ADMINISTRATION	ADM 06300	TELEPHONE SYSTEM Correspondence, service reports, working papers.	Until Superseded	Public	
ADMINISTRATION	ADM 06400	TITLES TO MUNICIPAL VEHICLES & EQUIPMENT	Length of ownership	Public	
ADMINISTRATION	ADM 06420	VIDEO TAPES - GENERAL Including entertainment, training, cable segments and other miscellaneous video tapes.	Superseded	Public	
ADMINISTRATION	ADM 06440	VIDEO TAPES - HISTORICAL	Permanent	Public	
ADMINISTRATION	ADM 06460	VIDEO TAPES - PROJECTS	File with projects or keep as long as projects are retained.	Public	
ADMINISTRATION	ADM 06500	VIDEO TAPES OF PUBLIC MEETINGS	Erase and reuse tapes 3 months after formal approval of written minutes	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 00100	APPLICATIONS FOR CLASSIFICATION	2	Public	
ASSESSING	ASG 00200	APPRAISALS - PROPERTY	6	Public	
ASSESSING	ASG 00300	ASSESSMENT NOTIFICATION LETTERS Letters sent out property owners regarding assessments.	6	Public	
ASSESSING	ASG 00400	CERTIFICATE OF REAL ESTATE VALUE (CRV)	4	Public	
ASSESSING	ASG 00500	CLASSIFICATION LISTS	1	Public	
ASSESSING	ASG 00600	DEFERMENT APPLICATION Verifications of income, ownership, etc.	Retain until removed or superseded	Private/non-public	MS 13.51, subd. 2, MS 13.52
ASSESSING	ASG 00700	DIVISIONS AND COMBINATIONS OF REAL PROPERTY Application, council action.	5	Public	
ASSESSING	ASG 00750	GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications usually to obtain a tax break.	Until removed or superseded.	Public/Private	MS 13.49
ASSESSING	ASG 00780	HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW) Completed improvement application form by home owner used to defer improvement amount for a 10 year period from property taxes in whole or part on homes that are 35 years or older. (Expires 12/31/2002 - county should retain the original.)	10	Public/Private	MS 13.49.
ASSESSING	ASG 00800	HOMESTEAD APPLICATION REQUESTS	3 after property no longer qualifies as a homestead	Public/Private	Privacy Act CFR. 405.42
ASSESSING	ASG 00900	HOMESTEAD APPLICATIONS CARDS	Destroy cards prior to 1993. Retain future cards 3 yrs. after property ceases homestead status or change of ownership	Public/Private	Privacy Act CFR.405.42

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 01000	HOMESTEAD PRINT-OUT LIST Annual	2	Public	
ASSESSING	ASG 01100	HOMESTEAD TRANSFER	3 after property no longer qualifies as a homestead	Public	
ASSESSING	ASG 01200	INCOME INFORMATION Apartment and commercial.	4	Non-public/Private	MS 13.51. subd.2
ASSESSING	ASG 01400	PARKLAND DEDICATION VALUATIONS Appraiser's values, reports, etc.	6	Public	
ASSESSING	ASG 01500	PETITIONS (COURT) - VALUATIONS Assessors reports, correspondence, etc.	6	Public	
ASSESSING	ASG 01600	PROJECT FILES - SPECIAL ASSESSMENTS Petitions, notifications to property owners, plans and specifications, improvement reports, and appraisals, assessment reports, etc.	Permanent	Public	
ASSESSING	ASG 01700	PROPERTY - CODES AND DEFINITIONS	3	Public	
ASSESSING	ASG 01800	PROPERTY - LEASES	10 after term	Public	
ASSESSING	ASG 01900	PROPERTY - MORTGAGES	10 after sale of land	Public	
ASSESSING	ASG 02000	PROPERTY - OPTIONS	10 after sale of land	Public	
ASSESSING	ASG 02100	PROPERTY - PURCHASE OF	10 after disposal of property	Public	
ASSESSING	ASG 02200	PROPERTY - RECORD CARDS/ASSESSMENTS	Permanent	Public	
ASSESSING	ASG 02400	REAL ESTATE DATA CARDS Appraisal, except valuation petition.	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 02500	RECEIPTS Special assessments.	6 after final payment of assessment	Public	
ASSESSING	ASG 02600	SALES Originals kept by state.	4	Public/Private	MS 13.51, subd.1
ASSESSING	ASG 02700	SALES STUDIES County, independent, in-house.	6	Public/Private	MS 13.51, subd.1
ASSESSING	ASG 02800	SEARCH COPIES	1	Public	
ASSESSING	ASG 02900	SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS Council actions, resolutions, etc.	Permanent	Public	
ASSESSING	ASG 03000	SPECIAL ASSESSMENT ROLLS	6 after final payment of assessment.	Public	
ASSESSING	ASG 03100	TAX ABATEMENT AND AFFIDAVIT (CURRENT) Letter of request, bills verification document, etc.	6	Public	
ASSESSING	ASG 03200	TAX ESTIMATE FILE	5	Public	
ASSESSING	ASG 03300	TAX FORFEIT FILES	Permanent	Public	
ASSESSING	ASG 03400	VALUATION LISTS Assessment book.	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ATTORNEY	ATT 00100	ADMINISTRATION FILES Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages.	3	Public	
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official interpretation regarding questions of legal rights or liabilities affecting operating departments.	10	Public/Private/Non- Public	MS 13.393, MS 13.39
ATTORNEY	ATT 00300	CIVIL LITIGATION FILES Documents civil actions by the city or against the city including claims and suits. Includes work papers, copies of court documents and correspondence.	20 after last court activity	Public/Private/ Confidential/Protect ed Non-Public	MS 13.39
ATTORNEY	ATT 00400	CORRESPONDENCE - ATTORNEY General Correspondence not relating to a case file.	6	Public	
ATTORNEY	ATT 00500	CRIMINAL LITIGATION FILES Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleadings, probation records and other court records (orig. filed with the court).	2 after last court activity	Public/Private/ Confidential/Protect ed Non-Public	MS 13.393, MS 13.82
ATTORNEY	ATT 00600	INVESTIGATIVE FILES Includes requests for investigation, work papers, work assignments (citizen disputes, nuisances etc.) and final reports. Research conducted but no litigation takes place.	3	Public/Private/Confi dential/Protected Non-Public	MS 13.39
ATTORNEY	ATT 00700	PROPERTY/ADDRESS FILES Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, agenda items, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures.	Permanent	Public/Private/ Confidential/Protect ed Non-Public	MS 13.39
ATTORNEY	ATT 00800	PROSECUTION/LAW ENFORCEMENT FILES Reference sources and prosecution functions and techniques.	Permanent	Public	
ATTORNEY	ATT 00900	RESEARCH & SUBJECT FILES Attorney topic files, research, miscellaneous notes, correspondence and other materials regarding minor matters of inquiry.	While active	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
BONDS	BON 00100	APPEARANCE BONDS	6 after completion of contract	Public	
BONDS	BON 00200	BOND & INTEREST COUPON REGISTER	6 after payment	Non-Public/Private	MS 475.55
BONDS	BON 00300	BOND SALE TRANSCRIPTS Resolutions, etc.	After maturity	Public	
BONDS	BON 00400	CANCELED/PAID BONDS, COUPONS & CERTIFICATES	6 after paid/audit	Public	MS 475.553
BONDS	BON 00500	CONTRACTOR LICENSE BONDS Certificate of insurance, application, etc.	6 after completion of contract	Public	
BONDS	BON 00600	FIDELITY BONDS	6 after completion of contract	Public	
BONDS	BON 00700	INDEMNITY BONDS Lost stock certificates.	6	Public	
BONDS	BON 00800	LICENSE BONDS	6 after completion of contract	Public	
BONDS	BON 00900	PAYMENT BONDS Letters of reduction, etc.	6 after completion of contract	Public	
BONDS	BON 01000	PERFORMANCE BONDS Letters of reduction, etc.	6 after completion of contract	Public	
BONDS	BON 01100	PERMIT BONDS Letters of reduction, etc.	6 after completion of contract	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
BUILDING INSPECTIONS	BUI 00100	BUILDING INSPECTION RECORD Includes grading, demolition, signs.	1	Public	
BUILDING INSPECTIONS	BUI 00200	BUILDING PLANS: COMMERCIAL, INDUSTRIAL Includes architectural, design specifications, structural & utility plans.	15, or until superseded with complete set.	Public/Private/Non- public	MS 13.37, Subd. 1b, MS 541.051.
BUILDING INSPECTIONS	BUI 00300	BUILDING PLANS: RESIDENTIAL Includes architectural, design specifications, structural & utility plans.	1 after completion of project.	Public/Private/Non- public	MS 13.37, Subd. 1b.
BUILDING INSPECTIONS	BUI 00400	CERTIFICATE OF OCCUPANCY	Permanent	Public	
BUILDING INSPECTIONS	BUI 00410	CERTIFICATE OF SURVEY Survey of property.	Permanent	Public	
BUILDING INSPECTIONS	BUI 00500	CODE COMPLIANCE INSPECTION Point of conveyance.	Until new ownership	Public	
BUILDING INSPECTIONS	BUI 00600	ELECTRICAL INSPECTION RECORD	Permanent	Public	
BUILDING INSPECTIONS	BUI 00700	FIRE INSPECTION RECORD-ANNUAL Multiple dwelling/commercial.	Until Superseded	Public	
BUILDING INSPECTIONS	BUI 00800	HEATING/ VENTILATION INSPECTION RECORD Includes heating, a/c, ventilating, fireplace.	Permanent	Public	
BUILDING INSPECTIONS	BUI 00900	HOUSING INSPECTION RECORD Change of ownership, point of sale.	6	Public	
BUILDING INSPECTIONS	BUI 01000	INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC. Includes inspection request correction notice, violation notice, referral form, grading site access, special inspections by third party, zoning complaints.	1 after correction unless unusual circumstances occur (i.e. environment)	Public	
BUILDING INSPECTIONS	BUI 01100	INSPECTOR REPORTS Daily, monthly, quarterly.	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
BUILDING INSPECTIONS	BUI 01200	PLUMBING INSPECTION RECORD	Permanent	Public
BUILDING INSPECTIONS	BUI 01210	RENTAL INSPECTION RECORDS	Superseded	Public
BUILDING INSPECTIONS	BUI 01220	SEWER AVAILABILITY REPORT And supplemental documentation submitted to Met Council.	2	Public
BUILDING INSPECTIONS	BUI 01300	SIGN INSPECTION RECORD	Permanent	Public
BUILDING INSPECTIONS	BUI 01310	SURCHARGE REPORT Supporting documents (submitted to State.	6	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
CEMETERY	CEM 00100	AFFIDAVITS OF OWNERSHIP	Permanent	Public
CEMETERY	CEM 00200	BURIAL PERMITS Permits to transfer or bury bodies.	Permanent	Public
CEMETERY	CEM 00300	BURIAL PERMISSION FORM Owner's written permission to non-owner, non-family member for burial.	Permanent	Public
CEMETERY	CEM 00400	CORRESPONDENCE General	3	Public
CEMETERY	CEM 00500	DEEDS Includes quit claim deeds.	Permanent	Public
CEMETERY	CEM 00600	MINUTES Cemetery Board.	Permanent	Public
CEMETERY	CEM 00700	OWNER INDEX Alpha/Numeric Listing of lot owners.	Until Superseded	Public
CEMETERY	CEM 00800	PERPETUAL CARE SERVICE LEDGER	Permanent	Public
CEMETERY	CEM 00900	PERPETUAL CARE FLOWER FUND CERTIFICATES	Permanent	Public
CEMETERY	CEM 01000	PLAT Cemetery	Permanent	Public
CEMETERY	CEM 01100	RECORD OF BURIALS, TRANSFERS, ETC	Permanent	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
CONTRACTS	CON 00050	AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS Various associations doing business with the city.	10 after paid and audited.	Public	
CONTRACTS	CON 00100	BIDS & SPECIFICATIONS FOR CAPITAL IMPROVEMENT - ACCEPTED Bid documents, specifications, contracts, agreements & supporting papers.	Permanent	Public	
CONTRACTS	CON 00200	BIDS & SPECIFICATIONS FOR SERVICES & SUPPLIES - ACCEPTED Bid documents, specifications, contracts, agreements, & supporting papers.	10 after paid/audit	Public	
CONTRACTS	CON 00400	DEVELOPERS AGREEMENTS	10 after release	Public	
CONTRACTS	CON 00500	EQUIPMENT CONTRACTS	Length of ownership and after audit.	Public	
CONTRACTS	CON 00600	FRANCHISES GRANTED BY MUNICIPALITY Attorney's opinions, letters of explanation, correspondence, etc.	5 after cancellation	Public	
CONTRACTS	CON 00700	LEASE OF REAL PROPERTY Property leased or rented from city or by city. Copy of lease, payment record, etc.	10 after expiration of lease	Public	13.51 subd 2f

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
COURTS	CTS 00000	COURT RECORDS PLEASE NOTE - Except in Hennepin and Ramsey Counties, all municipal courts were abolished in 1972. Transfer municipal and justice of the peace dockets, minute books, and judgment books to the State Archives for selection and disposition.			

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ELECTIONS	ELE 00100	ABSENTEE BALLOT APPLICATION	22 months. 42 USC 1974.	Public/Private	203B.12
ELECTIONS	ELE 00200	ABSTRACT OF ELECTION RETURNS Statement of canvass.	Permanent; has historical value	Public	
ELECTIONS	ELE 00300	AFFIDAVITS OF CANDIDACY Application by candidates or voters to place the name of candidate on ballot.	Length of term	Public	
ELECTIONS	ELE 00400	AFFIDAVITS OF PUBLICATION	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 00500	BALLOTS May include absentee, completed, voted, or rejected.	22 months unless contested MS 204B.40	Public/Private	MS 13.37
ELECTIONS	ELE 00600	BALLOTS - UNVOTED	Destroy after election is certified	Public	
ELECTIONS	ELE 00700	CAMPAIGN FINANCIAL REPORTS A statement or report that discloses contributions or expenditures for any candidate running for city office. State requirement to ensure fair campaign practices.	5 after filing date if not elected or 5 yrs/ after leaving office	Public	
ELECTIONS	ELE 00800	CERTIFICATES OF ELECTION Certificate of election of city officers to be forwarded to the county auditor.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 00900	ELECTION BOUNDARIES & PRECINCT MAP Resolutions, correspondence with the State, etc.	Permanent; has historical value	Public	
ELECTIONS	ELE 01000	ELECTION DAY FORMS Various Election Day forms which may include tally sheets, election judge oaths of office, certification of election judges, flag certificates & reconciliation forms.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01100	ELECTION JUDGE WORKSHEET Election work history of each individual judge; does not include any personal information.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01200	INSTRUCTION BOOKS FOR JUDGES	Until superseded	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ELECTIONS	ELE 01300	NOMINATING PETITIONS A petition nominating a candidate for an office.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01400	OATH OF OFFICE Elected or appointed.	10 after official leaves office	Public	
ELECTIONS	ELE 01500	OATH OF RESIDENCE/VOUCHER CARDS Statement to verify that a voter is an official resident of the precinct in which they are registering.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01600	POLLING PLACE AGREEMENTS An agreement with a facility to provide a location for a certain period of time.	2 after expiration	Public	
ELECTIONS	ELE 01700	POLLING PLACE ROSTERS Signatures of all voters.	22 months. 42 USC 1974	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 01800	PRECINCT BOOKS & PRINTOUTS FROM COUNTY List of all registered voters within the agency.	Until superseded.	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 01900	PURGE LISTS County report of inactive registration cards to be pulled.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 02000	REGISTRATION CARDS Active voter registration cards of each registered voter. Includes name changes or change of address.	22 months	Available to the public for limited purposes.	MS 201.081
ELECTIONS	ELE 02050	REGISTRATION CARDS - INCOMPLETE Voter registration cards that are not filled out correctly/completely.	1, MR 8200-2900.	Available to the public for limited purposes.	
ELECTIONS	ELE 02100	REGISTRATION CARDS - INACTIVE Voter registration cards that the state has requested be removed.	22 months. 42 USC 1974	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 02200	STATEMENT OF ECONOMIC INTEREST Personal financial information of candidates running for office to ensure there are no conflicts of interest.	5 after filing date	Public	
ELECTIONS	ELE 02300	SUMMARY STATEMENT Summary statement of election results. Includes but not limited to the total number of persons registering on election day, number of signatures on voter list, &/or the total number of persons voting in the precinct.	22 months. 42 USC 1974	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ELECTIONS	ELE 02400	VOTER RECEIPTS Receipt used to obtain ballots when voting.	Destroy after election is certified	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 00100	ACCOUNT REPORTS - DELINQUENT & UNCOLLECTIBLE Record of all accounts of monies owed to the city that have not been paid or are uncollectible.	6	Public	
FINANCE	FIN 00200	ACCOUNTS PAYABLE LEDGERS & JOURNALS Record of all accounts of monies owed to other parties by the city.	6	Public	
FINANCE	FIN 00300	ACCOUNTS RECEIVABLE - LEDGERS & JOURNALS Record of all accounts of monies owed to the city.	6	Public	
FINANCE	FIN 00400	ASSET RECORDS Capital, Fixed.	6 years after disposal	Public	
FINANCE	FIN 00800	AUDIT REPORTS - EXTERNAL Reports based on private companies for the review of tax payments.	7	Non-public	MS 13.37
FINANCE	FIN 00900	AUDIT REPORTS - INTERNAL Reports based on the agencies' internal operations.	7	Non-public	MS 13.37
FINANCE	FIN 00950	AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM With supporting documentation.	1	Public/Private	MS 13.37
FINANCE	FIN 01000	BANK STATEMENTS Deposit slips, deposit books & reconciliations.	6	Public	
FINANCE	FIN 01100	BANKRUPTCY RECORDS Individual or vendor owing money to the city but was declared bankrupt.	6	Public	
FINANCE	FIN 01200	BILLING STATEMENTS	4	Public	
FINANCE	FIN 01310	BUDGET - ANNUAL City Operating Budget - General and Enterprises.	Permanent	Public	
FINANCE	FIN 01320	BUDGET REPORTS Monthly reports, departmental breakdown of accounts.	2	Public	
FINANCE	FIN 01400	BUDGET WORKPAPERS - DEPARTMENT	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 01500	BUDGET WORKPAPERS - MASTER	5	Public	
FINANCE	FIN 01900	CAPITAL IMPROVEMENT PROGRAM Planned list of capital improvements.	10	Public	
FINANCE	FIN 02000	CASH REGISTER TAPES Item by item list of daily transactions.	2	Public	
FINANCE	FIN 02006	CHART OF ACCOUNTS Accounting structures.	Superseded	Public	
FINANCE	FIN 02010	CHECK REGISTER Numerical list of checks/vouchers issued.	Permanent	Public	
FINANCE	FIN 02020	CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE Paid & returned checks.	6	Public	
FINANCE	FIN 02022	CHECKS (ACCOUNTS RECEIVABLE) Checks received from customers submitted electronically to financial institution.	7 days	Public/Private	MS 13.37
FINANCE	FIN 02030	CHECKS (CANCELED & VOIDED) PAYROLL Paid & returned checks.	6	Public/Private	MS 13.43
FINANCE	FIN 02040	CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	6	Public	
FINANCE	FIN 02050	CHECKS (DUPLICATE) Alphabetical order of checks issued.	4	Public	
FINANCE	FIN 02060	CREDIT CARD RECEIPTS - MERCHANT COPIES	2 unless evidence in criminal or civil prosecution	Public/Private	
FINANCE	FIN 02100	DAILY CASH REPORTS Daily report of routine receipts received by the city.	2	Public	
FINANCE	FIN 02200	DISPOSAL OF PROPERTY Documents the disposal of city owned personal property.	6 after disposal	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
FINANCE	FIN 02400	ENCUMBRANCES/REVERSALS - ORDERS ISSUED Report or document of purchase orders by number.	4	Public
FINANCE	FIN 02450	EQUIPMENT INVENTORIES List of all property owned by the city.	Until superseded	Public
FINANCE	FIN 02500	EXPENDITURE REPORTS - MONTHLY SUMMARIES Record of all city expenditures.	2	Public
FINANCE	FIN 02600	EXPENDITURE REPORTS - YEAR END SUMMARIES Record of all city expenditures.	Permanent	Public
FINANCE	FIN 02610	FINANCIAL REPORTS Monthly.	2	Public
FINANCE	FIN 02620	FINANCIAL REPORTS/STATEMENTS (ANNUAL) As audited. Comprehensive Annual Financial Report (CAFR.)	Permanent	Public
FINANCE	FIN 02800	GAMBLING/LOTTERY MATERIAL Tickets, audit forms , reports etc.	4	Public
FINANCE	FIN 02900	GENERAL JOURNAL Chronological listing of the city's financial transactions.	Permanent	Public
FINANCE	FIN 03000	GENERAL LEDGERS Record of all city accounts.	Permanent	Public
FINANCE	FIN 03100	INCOME SALES TAX RETURNS/RECEIPTS Used to verify & audit private companies to ensure payment of taxes.	4	Public
FINANCE	FIN 03200	INVESTMENT DOCUMENTS Record of investments made by city.	4 after maturity	Public
FINANCE	FIN 03300	INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP) Record of payments & requests for payment of accounts paid by or to the city.	6	Public
FINANCE	FIN 03400	JOURNAL ENTRY SUPPORT Includes source documentation.	6	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 03800	PURCHASE ORDERS Official record documenting the purchase of goods & services.	6	Public	
FINANCE	FIN 04000	RECEIPTS & RECEIPT BOOKS Records documenting cash received by the city.	6	Public	
FINANCE	FIN 04300	REQUISITIONS - DEPARTMENT COPY Official record documenting the request for the purchase of goods & services.	2	Public	
FINANCE	FIN 04400	REVENUE REPORTS - MONTHLY SUMMARIES Record of all city accounts revenue.	2	Public	
FINANCE	FIN 04500	REVENUE REPORTS - YEAR END SUMMARIES Record of all city accounts revenue.	Permanent	Public	
FINANCE	FIN 04550	SALES TAX City sales tax collected above state tax for specific goods or services; ie lodging tax	6	Public	
FINANCE	FIN 04600	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION RECORDS Includes district qualification records (documentation and criteria to substantiate the eligiblity and establishment of TIF district), resolutions, agreements, county certification documents	10 years after expiration of district	Public	469.1771
FINANCE	FIN 04650	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS (See also FIN 04660) Includes bills, invoices, receipts, vouchers, and cancelled checks.	10 years	Public	
FINANCE	FIN 04660	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED- Must meet certain criteria Must meet certain criteria. Includes bills, invoices, receipts, vouchers, and cancelled checks if they have been part of the city's financial audit and if the following information for each TIF transaction is recorded in a ledger (electronic or paper) that is retained the life of the district plus 10 years: a) the TIF district from which the TIF revenues were generated; b) whether the expenditure was made to a parcel inside or outside the district; c) the name of the recipient of the TIF expenditure; d) detailed description of the development activity; e) the amount of the TIF expenditure; f) description of the invoices submitted for the expenditure, sufficient to tie the invoice to the qualifying activity; and g) the development purpose of the expenditure, tied to the budget of the TIF plan for the district.	6 years	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 04700	TRAVEL EXPENSE RECORDS Documentation of travel cost & payments.	6	Public	
FINANCE	FIN 04710	TREASURER'S REPORT - MONTHLY	2	Public	
FINANCE	FIN 04750	UNCLAIMED PROPERTY RECORDS (SENT TO STATE) Includes checks not cashed.	6	Public/Private	MS 13.37
FINANCE	FIN 05000	WORK ORDERS Used for job costing systems.	4	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 00010	AMBULANCE BILLING/HIPPA AUTHORIZATION FORM Patient signs acknowledging they are financially responsible for the provided services and that they have received a copy of the Notice of Privacy Practices.	10		
FIRE	FIR 00020	AMBULANCE EMERGENCY ROOM RECORDS Admission date, patient name and address, insurance, emergency contact, doctor, birthdate.	10	Private	
FIRE	FIR 00030	AMBULANCE MASTER SCHEDULES Monthly Calendar of call time - reviewed by EMSRB representative upon relicensing.	6	Public	
FIRE	FIR 00040	AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM Includes mileage, patient name and address, type of injury, incident address, destination information, vital signs, and narrative.	10	Public/Private	
FIRE	FIR 00050	AMBULANCE PRE-HOSPITAL PROTOCOLS Includes variances for licensing.	Until Superseded		
FIRE	FIR 00100	APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS:	Life of Equipment	Public	
FIRE	FIR 00200	ARSON REPORTS/INVESTIGATIONS	Permanent	Public/Confidential	MS 13.82, Subd. 7, MS 13.83.
FIRE	FIR 00300	DIGITIZED ALARM RESPONSES By box alarm number of alphabetically Digitized Alarm Data - includes equipment receiving text records, records of trouble alarms received with disposition of each.	Life of alarm box	Public	
FIRE	FIR 00350	FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	6	Public	
FIRE	FIR 00400	FIRE CODE	Permanent	Public	
FIRE	FIR 00500	FIRE FIGHTER MEDICAL STANDARDS	Permanent	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 00600	FIRE INVESTIGATION REPORT Used by investigators to document facts found regarding fires investigated by the FPB.	6 Unless arson, death, or hazardous materials then retain permanently.	Public/confidential until investigation is closed.	MS 13.82, MS 13.83
FIRE	FIR 00700	FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA	1	Public	
FIRE	FIR 00800	FIRE RELIEF ASSOCIATION Actuarial records & planning reports.	Permanent	Public	
FIRE	FIR 00900	FIRE RELIEF ASSOCIATION Financial records.	6	Public/Private	MS 13.43
FIRE	FIR 01000	FIRE RELIEF ASSOCIATION Membership files.	Permanent	Public/Private	MS 13.43
FIRE	FIR 01100	FIRE RELIEF ASSOCIATION Minutes.	Permanent; has historical value	Public	
FIRE	FIR 01200	HAZARDOUS MATERIAL ACCIDENT REPORT	Permanent	Public	-
FIRE	FIR 01300	INCIDENT FORM (STATE MFIRS -1) Form recording structure or vehicle incident.	6 unless arson, death, or hazardous materials; then retain permanently	Public	
FIRE	FIR 01400	INCIDENT REPORTS/FIRE RUNS	10	Public	
FIRE	FIR 01500	911 RECORDINGS	30 days or as needed	Public/Private/ Confidential	MS 13.82
FIRE	FIR 01600	OCCUPANCY PERMITS/INSPECTION FILES	Permanent	Public	-
FIRE	FIR 01700	RULES & REGULATIONS, FIRE DEPT	Until Superseded	Public	-

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 01800	STREET INDEXES Geo-based system.	Permanent	Public	
FIRE	FIR 01900	VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE Obtains permission to seize evidence for determining origin of fire.	Permanent	Confidential until investigation is closed; then public	MS 13.82

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 00100	BLOOD PRESSURE PATIENT RECORDS Blood pressure history of walk-in clients, or clients who have attended blood pressure clinics.	3	Private	MS 13.384
HEALTH SERVICES	HEA 00200	CLIENT INCIDENT REPORTS Agency reports of injuries involving clients.	7 yrs for adults, 7 yrs after majority for minors	Private	MS 13.384 MS 13.46
HEALTH SERVICES	HEA 00300	CLIENT INCIDENT REPORTS Child abuse-investigative records and reports-investigative data maintained pursuant to MS 626.556.	4 when no determination of maltreatment or need for protective custody. 10 when maltreatment or need for protective custody.	Private	MS 13.384, Subd. 5c, MS 13.82, Subd. 8, 9, 626.556
HEALTH SERVICES	HEA 00400	CLIENT INCIDENT REPORTS Vulnerable adult abuse investigative records and reports-investigative data maintained pursuant to MS 626.557.	FALSE: 2 yrs after findings. INCONCLUSIVE:4. SUBSTANTIATED: 7 yrs after findings. NOT INVESTIGATED: 2.	Private	MS 13.384, MS 13.82, Subd. 10. 626.557
HEALTH SERVICES	HEA 00500	CONSULTING SERVICES Information provided by the agency to assist in meeting health standards and licensing requirements (i.e. daycare services).	6	Public	
HEALTH SERVICES	HEA 00600	CONTRACTED SERVICES General service statistics verifying the nature and scope of health services purchased by the city, including public health nursing, laboratory support, community clinics, food training, dental health.	6	Public	
HEALTH SERVICES	HEA 00700	DEATH REGISTRY Records death of patients who died on the premises.	Permanent; has historical value	Public/Private	MS 13.10
HEALTH SERVICES	HEA 00800	DIAGNOSTIC DISEASE INDEX Report to the department of health.	Permanent	Private	MS 13.46, MS 13.384
HEALTH SERVICES	HEA 00900	DIETARY RECORDS House menu, statistics reports, modified menu, child nutrition/commodity reports, food service files, monthly usage of food and surveys.	5 or until audited	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 01000	GRIEVANCE MECHANISM	2	Public	
		Documents procedure required by the department of health pursuant to MS .144.651.			
HEALTH SERVICES	HEA 01100	HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS	5	Public	
HEALTH SERVICES	HEA 01200	HEALTH/MEDICAL PATIENT RECORDS	7	Private	MS 13.384,
		All patient background information including, but not limited to; address, telephone, race, marital status, medical history, test results from laboratory, physical exams, medication information, doctor's notes and social service data, findings, referrals, treatments, sexually transmitted disease (STD) records, and patient contact information.			MS 13.46
HEALTH SERVICES	HEA 01300	HEALTH STAFF REPORTS	6	Private	MS 13.384, MS 13.43
		Daily or monthly.			WIO 13.43
HEALTH SERVICES	HEA 01400	HEARING SCREENING RECORDS Records which identify the person screened along with referral information, release form, family roster, screening form and technician notes.	7 yrs after closed. if minor, then 7 yrs. after age of majority	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 01500	HOME HEALTH CARE RECORDS	7 yrs after closed, if	Private	MS 13.384,
		Records that may include name, address, family roster, referral source, nursing assessment, plan of case, medical orders, nursing notes, home health aide assignment sheets, home health aide notes of service, financial information billings.	minor, then 7 yrs after age of majority		MS 13.46
HEALTH SERVICES	HEA 01600	IMMUNIZATION RECORDS	10	Private	MS 13.384,
		Signed information statements, physician certification forms. Immunization history of clients, or clients who have attended preventive health clinics. Records of required immunizations.			MS 13.46
HEALTH SERVICES	HEA 01700	IN-SERVICE/IN-HOUSE SUMMARIES	4	Public	
		Documents contact and educational hours to maintain nurse's license.			
HEALTH SERVICES	HEA 01800	LABORATORY ACTIVITIES	7	Public/Private	MS 13.384,
		Summary of activity, quality control, EEG recordings and ECG recordings.			MS 13.46
HEALTH SERVICES	HEA 01900	LICENSING, CERTIFICATION AND ACCREDITATION	5	Public/Private	MS 13.384,
		Accreditation materials; application; survey results; correspondence; citations, joint commission on accreditation of hospitals, Department of Health, Department of Human Services standards.			MS 13.37, MS 13.46

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 02000	PATIENT MASTER INDEX File of clients by name - indicates birth date and other basic identifying data.	Permanent	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02100	PHARMACY DATA Records the destruction of obsolete unused drugs, manufacturing/bulk compound, after hours medication records, stock room transfers, patient medication profiles, unit medication room inspection, returns to vendors list, FDA recall records, biennial controlled substance inventory, controlled substance purchases, medication sign-out sheets, etc.	2	Public	
HEALTH SERVICES	HEA 02200	PHARMACY INSPECTION REPORTS Annual inspection report by Board of Pharmacy.	10	Public	
HEALTH SERVICES	HEA 02300	PROGRAM DESCRIPTIONS Day activities, industrial therapy, recreational therapy, social planning and family programs, etc.	5 after program cancellation	Public	
HEALTH SERVICES	HEA 02400	RESEARCH DATA Abstract sheet, research summary reports, findings, etc.	7	Public	
HEALTH SERVICES	HEA 02500	STATISTICAL REPORTS General statistics on the nature and scope of services provided (admissions, surgery, etc.)	10	Public	
HEALTH SERVICES	HEA 02600	TUBERCULOSIS PREVENTION & CONTROL Tuberculosis screening, contact investigation and home visit information: positive readings.	7 yrs after case closed. if minor, then 7 yrs after age of majority	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02700	TUBERCULOSIS PREVENTION & CONTROL Negative readings.	2	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02800	VOLUNTEER RECORDS	10	Public	
HEALTH SERVICES	HEA 02900	WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM Information pertaining to financial operations; voucher accountability controls and insurance; certification, fair hearing procedures.	6	Private	MS 13.46

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HRA/EDA	HRA 00100	ANNUAL REPORTS	Permanent; has historical value	Public	
HRA/EDA	HRA 00200	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS Annual breakdown of city applications and supporting materials or services.	10 after federal audit	Public/Private	MS 13.462
HRA/EDA	HRA 00300	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Loans to assist low income families.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 00400	HOUSING PROGRAM GUIDELINES Such as HOME, CHAS, CHODO, etc.	Until Superseded	Public	
HRA/EDA	HRA 00500	HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS Rent rolls, schedules, tenant income related to Title II.	6	Public/Private	MS 13.462, MS 13.44
HRA/EDA	HRA 00600	HUD ADMINISTRATIVE DOCUMENTS Grant/loan program information, correspondence, project tracking/evaluation data, program rules.	6	Public	
HRA/EDA	HRA 00700	MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT LOANS Loan data to individuals, program data, repayment schedule, reports and correspondence.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 00800	MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS Participation & commitment agreements, program data, repayment schedules, reports and correspondence.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 01100	PROGRAM FILES Correspondence, breakdown of projects, HUD regulations, and supporting files.	10 after federal audit	Public	
HRA/EDA	HRA 01200	PROPERTY ACQUISITION Deeds, contracts, correspondence, purchase valuation data, agreements, property data.	10 after resale	Public/confidential/p rotected non-public	MS 13.44, MS 13.585
HRA/EDA	HRA 01300	SECTION 8 CLIENTS Subsidy data, eligibility information, application for benefits, program information and rules, reports and correspondence.	3 after inactive	Public/Private	MS 13.462
HRA/EDA	HRA 01400	SECTION 8 REIMBURSEMENT REQUESTS	6	Public/Private	MS 13.462

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HRA/EDA	HRA 01600	VALUE IN EXCESS OF PURCHASE PRICE (VIEPP)	2 after completion	Public	
HRA/EDA	HRA 01700	WARRANT REQUESTS	10	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 00100	AFFIDAVIT OF PUBLICATION FOR JOB OPENING	2	Public	MS 13.43
HUMAN RESOURCES	HRS 00200	AFFIRMATIVE ACTION FILES Sexual harassment & discrimination.	Permanent	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00400	AFFIRMATIVE ACTION REPORTS Copies of reports sent to Human Rights Commission.	5	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00500	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	1	Public	
HUMAN RESOURCES	HRS 00600	APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc becomes part of employee personnel file.	2 or length of eligibility if longer	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 00700	ARBITRATION DECISIONS	Permanent	Public	
HUMAN RESOURCES	HRS 00750	BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc. election forms.	Superseded or 5 after coverage lapses.	Private	MS 13.43
HUMAN RESOURCES	HRS 00800	BENEFITS PLAN Includes insurance, health care, deferred compensation, etc.	Until superseded or 5y after coverage lapses	Public	
HUMAN RESOURCES	HRS 00900	CERTIFICATION OF TEST/EXAMINATION RESULTS From tests administered to applicants.	2	Public	
HUMAN RESOURCES	HRS 01100	CLASSIFICATION STUDIES Studies which describe job duties and may rank individual city positions. See also: pay equity.	Until superseded	Public	
HUMAN RESOURCES	HRS 01150	COMPENSATION PLAN	Permanent	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 01200	CONTRACTS/AGREEMENTS - LABOR UNIONS Contracts between city management & various labor unions including correspondence, salary schedule & personnel policies.	6	Public	
HUMAN RESOURCES	HRS 01300	ELIGIBILITY REGISTER A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion, ranked in order of test score.	2 after job has been filled.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 01500	EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file.	2	Public	
HUMAN RESOURCES	HRS 01600	EMPLOYEE SUGGESTION FORM	2	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 01650	DRUG AND ALCOHOL TESTING RESULTS Includes commercial drivers licenses (cdl's), controlled substance test results, drivers evaluations, etc.	1 for records of negative and canceled drug tests, records of alcohol tests with a result below .02 bac (49CFRss382.401). 5 for alcohol test results greater than .02 bac verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 01700	EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS) Reports sent to Federal Government.	3	Public	29 CFR 1602.30
HUMAN RESOURCES	HRS 01800	EXAMINATION FILE Completed exams administered to applicants, & promotional exams administered to employees.	2 y Eligible; 1y Not Eligible.	Private	MS 13.43
HUMAN RESOURCES	HRS 01850	FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should be retained in the medical file rather than employee personnel file.	3 (29 CFR ss825)	Private	MS 13.43

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 01900	GRIEVANCE FILES Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by city. Should not be retained in employee personnel file.	5 years after employee's termination	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 02000	EMPLOYMENT ELIGIBILITY VERIFICATION/I-9 FORM Verifies status of citizenship or naturalization.	3 after date of hire, or 1 after employment is terminated, whichever is later. Should not be retained in employee personnel file	Private	MS 13.43
HUMAN RESOURCES	HRS 02200	JOB/POSITION DESCRIPTIONS Personnel department retains a position description history on the various positions within the city.	Until superseded	Public	
HUMAN RESOURCES	HRS 02300	LABOR UNION - DISPUTES Between union and city or government agency.	Permanent	Public	
HUMAN RESOURCES	HRS 02400	LABOR UNIONS - NEGOTIATING DATA	6	Public	
HUMAN RESOURCES	HRS 02700	PAY EQUITY IMPLEMENTATION REPORT State mandated report filed with Dept of Employee Relations consisting of pay and job class information	Until superseded	Public	
HUMAN RESOURCES	HRS 02800	PAY EQUITY PROFILES	Until superseded	Public	
HUMAN RESOURCES	HRS 02900	PAY EQUITY QUESTIONNAIRE BOOKS Questionnaires used to rank individual positions.	3	Public	
HUMAN RESOURCES	HRS 03000	PAY EQUITY PLAN/SUMMARY	Permanent	Public	
HUMAN RESOURCES	HRS 03100	PAY EQUITY WORKPAPERS	Until Superseded	Public	
HUMAN RESOURCES	HRS 03200	PENSION FILES Form letters & reports.	Permanent	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 03300	PERSONNEL FILES Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. Should be retained in the employee personnel files: Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments; all originals are to be maintained by personnel department or responsible department.	5 after termination or separation from city. Destruction approval is contingent upon retention of master copy of Payroll register or record.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03400	POLICIES & PROCEDURES/RULES & REGULATIONS For human resource function, includes annual leave program, hiring procedure file, etc.	Permanent	Public	
HUMAN RESOURCES	HRS 03500	RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each city position.	2	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03600	REPRIMANDS/DISCIPLINARY ACTION	5 after employee's termination.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03700	REQUISITIONS FOR PERSONNEL	1 after job is filled or requisition is canceled.	Public	
HUMAN RESOURCES	HRS 03750	SALARY DETERMINATION FOR NON-UNION EMPLOYEES Annual salary schedule for all non-union employees.	6 after expiration.	Public	
HUMAN RESOURCES	HRS 04000	UNEMPLOYMENT CLAIMS/COMPENSATION	6	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04050	VETERANS PREFERENCE ELECTION FORM Veterans Preference Act.	1 if not hired. 5 after termination if hired.	Public	MS 13.43, Subd. 3.
HUMAN RESOURCES	HRS 04100	WAGE ASSIGNMENTS Letters, correspondence, etc.	6	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04200	EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	5 years after separation from city	Public/Private	MS 13.43

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 04400	INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	30 after separation.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04500	OSHA - CITATIONS OF PENALTY Notifications of Violations by the City.	2 after violation has been corrected.	Public	
HUMAN RESOURCES	HRS 04600	OSHA REPORTS Incident Reports and Annual Summary	5 after accident	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04700	OSHA - EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents.	30 after termination or retirement.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04800	SAFETY COMMITTEE AGENDA & MINUTES	Permanent	Public	
HUMAN RESOURCES	HRS 04900	SAFETY MANUAL	Until superseded	Public	
HUMAN RESOURCES	HRS 05100	SIGN UP SHEETS List of employees participating in each training program.	5	Public	
HUMAN RESOURCES	HRS 05200	TRAINING MANUAL	Until Superseded	Public	
HUMAN RESOURCES	HRS 05300	TRAINING MATERIALS Reference & class material including articles, transparencies, handouts used in each training session.	Until superseded or 5 years after training program becomes obsolete.	Public	
HUMAN RESOURCES	HRS 05400	TRAINING RECORDS - FOR EACH INDIVIDUAL Records on training that may be retained in employee personnel file.	5 after separation from city	Public	
HUMAN RESOURCES	HRS 05500	TRAINING RECORDS-RIGHT TO KNOW	5 after separation from city	Public	
HUMAN RESOURCES	HRS 05600	TRAINING RECORDS - SEXUAL HARASSMENT	5 after separation from city	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
INSURANCE	INS 00100	APPLICATIONS FOR INSURANCE To City's insurance provider.	3	Public	
INSURANCE	INS 00400	CERTIFICATES OF INSURANCE	6 after expiration	Public	
INSURANCE	INS 00450	CLAIMS Claims filed by or against the city.	6 after final settlement except those involving a minor, save until minor turns 19.	Public/Private	MS 13.43
INSURANCE	INS 00500	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal - to cover any officer or employee, also known as "Faithful Performance Bond."	6 after expiration	Public	
INSURANCE	INS 00650	FIRST REPORT OF INJURY	6, MS 176.151; 20 if maintained with worker's compensation file.	Public/Private	MS 13.43
INSURANCE	INS 00700	INSURANCE AGENTS' SERVICE AGREEMENT	6 after expiration	Public	
INSURANCE	INS 01100	LONG TERM DISABILITY (LTD) Claims filed by employee for a long term disability insurance program.	6 after final settlement.	Private	MS 13.43
INSURANCE	INS 01240	POLICIES - ALL INSURANCE POLICIES Includes, but not limited to: auto, boiler & machinery, general liability, life, liquor liability, police professional liability, property, inland marine and workers' compensation.	6 after expiration	Public	
INSURANCE	INS 01450	SHORT TERM DISABILITY (STD) Claims filed by employee for a short term disability insurance program.	6	Private	MS 13.43
INSURANCE	INS 01550	WORKERS' COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries. If infectious disease retain 30 years per HRS 04400	20	Private	MS 176.231
INSURANCE	INS 01600	WORKERS' COMPENSATION CLAIM REGISTER	Permanent	Public	MS 176.231

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 00100	ANNUAL REPORT OF THE LIBRARY BOARD	Permanent; has historical value	Public	
LIBRARY	LIB 00200	AUDIO VISUAL EQUIPMENT CHECKOUT RECORDS Who currently has checked out projectors, cameras, etc., & who has returned equipment damaged or late & has not yet paid for damage or fine.	Retain loan/checkout 2 months & fees & fines for equipment 3 years.	Private	MS 13.40
LIBRARY	LIB 00300	BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc.	Schedules: Until superseded. Equipment records: Life of equipment plus audit. For circulation Records see "Circulation Records", LIB 00500, in Library retention schedule.	Public/Private	MS 13.40
LIBRARY	LIB 00400	CATALOGS Authors, title, subject.	Until superseded.	Public	
LIBRARY	LIB 00500	CIRCULATION RECORDS Includes cards, computer entries, & statistical reports.	Retain cards & computer entries until superseded. retain annual stats permanently. Other stats 2 yrs.	Public/Private	MS 13.40
LIBRARY	LIB 00600	COPYRIGHT COMPLIANCE RECORDS	5	Public	
LIBRARY	LIB 00700	DONOR RECORDS Includes gifts.	Permanent	Public/private or non public	MS 13.792
LIBRARY	LIB 00800	FINES & SERVICE CHARGE RECORDS	Until paid	Public/Private	MS 13.40
LIBRARY	LIB 00900	LIBRARY CARD	Until Superseded	Public/Private	MS 13.40
LIBRARY	LIB 01000	LOANS-INTER LIBRARY Loans of materials received to and from libraries.	Until Superseded	Public/Private	MS 13.40

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 01100	LOST ITEM REIMBURSEMENT RECORDS	3	Public/Private	MS 13.40
LIBRARY	LIB 01200	MEETING ROOM REQUEST	2	Public	
LIBRARY	LIB 01500	NEWSLETTERS Generated by library.	2	Public	
LIBRARY	LIB 01600	OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS Material returned that was overdue or damaged if amount of damage or fine was not paid.	2	Public/Private	MS 13.40
LIBRARY	LIB 01700	PETTY CASH REPORTS	6	Public/Private	MS 13.37
LIBRARY	LIB 01800	PUBLICITY Includes news releases & public service announcements generated by library.	2	Public	
LIBRARY	LIB 01900	SHELF LIST	Until superseded	Public	
LIBRARY	LIB 02000	SPECIAL EVENTS & PROGRAMS	2	Public	
LIBRARY	LIB 02100	STUDIES & REPORTS Includes surveys, statistical reports, consultant reports, etc.	Permanent; has historical value	Public	
LIBRARY	LIB 02200	VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, & other records of Friends of the Library groups, etc.	Permanent; has historical value	Public	
LIBRARY	LIB 02300	VOLUNTEER PERSONNEL RECORDS	5 after volunteer period ends.	Public/Private	MS 13.43
LIBRARY	LIB 02400	WORK SCHEDULE FILES Hours worked, vacation, leaves taken.	2	Public/Private	MS 13.43

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
LIQUOR STORE	LIQ 00100	ADVERTISING FLYERS Advertising Flyers.	1	Public
LIQUOR STORE	LIQ 00700	CHECK REGISTER	10	Public
LIQUOR STORE	LIQ 01000	INVENTORY SHEETS	2	Public
LIQUOR STORE	LIQ 01100	PRICE LIST	Until superseded	Public
LIQUOR STORE	LIQ 01400	SALES REPORTS Daily, Monthly.	2	Public
LIQUOR STORE	LIQ 01500	TRANSFER SHEETS - STOCK	2	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PARKS AND RECREATION	P&R 00100	ACKNOWLEDGMENT & WAIVER OF LIABILITY	7	Public	
PARKS AND RECREATION	P&R 00200	ACTIVITIES - BROCHURES	Retain permanently	Public	
PARKS AND RECREATION	P&R 00300	ACTIVITIES FLYERS	1	Public	
PARKS AND RECREATION	P&R 00400	ANNUAL REPORTS	Permanent; has historical value	Public	
PARKS AND RECREATION	P&R 00500	APPLICATION FOR TEMPORARY EMPLOYMENT See Human Resources - Personnel Schedule HRS 00500, HRS 00600, HRS 01300, HRS 03700.			
PARKS AND RECREATION	P&R 00700	DAILY REPORTS (DEPARTMENT COPY)	1	Public	
PARKS AND RECREATION	P&R 00900	DEPARTMENT RULES & REGULATIONS Includes parks, beaches, pools, skating rinks, & general use.	Until Superseded	Public	
PARKS AND RECREATION	P&R 01000	FEE WAIVER SHEETS For low income participants.	2	Private	MS 13.462
PARKS AND RECREATION	P&R 01100	MAILING LISTS Program participants.	Until Superseded	Private	MS 13.57
PARKS AND RECREATION	P&R 01400	PARK ACQUISITIONS Through bonds or CDBG.	Permanent	Public	
PARKS AND RECREATION	P&R 01500	PARK MASTER PLAN	Permanent; has historical value	Public	
PARKS AND RECREATION	P&R 01600	PARTICIPATION LOG Count of participants using service/activity.	3	Public	
PARKS AND RECREATION	P&R 01700	PERMITS For use of school facilities, park use, equipment, picnic sites & ball fields by citizens.	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PARKS AND RECREATION	P&R 01800	POOL TICKET APPLICATION FORMS	1	Public	
PARKS AND RECREATION	P&R 01950	PROGRAM FILES Records relating to programs, events and activities.	3	Public	
PARKS AND RECREATION	P&R 02000	REGISTRATION FORMS	2 yrs unless subject to state or federal grant requirements.	Public/Private	MS 13.57
PARKS AND RECREATION	P&R 02100	RENTAL AGREEMENTS For park & recreation facilities usage contracts secured by the city.	5 after contract expires	Public	
PARKS AND RECREATION	P&R 02200	REPORTS OF INJURIES OF PARTICIPANTS Incident Reports.	6	Public	
PARKS AND RECREATION	P&R 02300	ROSTER Names of participants.	2	Private	MS 13.57
PARKS AND RECREATION	P&R 02400	SCHEDULES Of games.	1	Public	
PARKS AND RECREATION	P&R 02500	SUPPLY EQUIPMENT LISTS	1	Public	
PARKS AND RECREATION	P&R 02600	TICKET SALES REPORTS Originals.	6	Public	
PARKS AND RECREATION	P&R 02700	TRANSPORTATION SERVICE List of people who use the transportation service.	Review annually	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 00100	AUTHORIZATION CARDS Voluntary (union dues, charitable contributions, employee club, credit union).	6 after inactive	Private	MS 13.43
PAYROLL	PAY 00200	CAFETERIA PLAN RECORDS Flex plans and section 125 reports, election forms, reimbursement forms etc.	6	Private	MS 13.43
PAYROLL	PAY 00300	CANCELED PAYROLL CHECKS	6	Public/Private	MS 13.43, Subd. 3.
PAYROLL	PAY 00400	CHANGE FORM (PAYROLL COPY) Original retained in personnel file: salary, position, grade level, address, leave of absence, etc.	1	Public/Private	MS 13.43
PAYROLL	PAY 00450	EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941)	6	Public	
PAYROLL	PAY 00500	GARNISHMENTS Child support/spousal maintenance.	6 not to be retained in personnel file	Private	MS 13.43
PAYROLL	PAY 00600	INSURANCE PREMIUM REPORT Monthly statement of employees' premiums.	6	Public	
PAYROLL	PAY 00700	PAYROLL HISTORY CARD	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 00800	PAYROLL JOURNAL Detailed register of current & year-to-date salaries, gross to net, and benefit hours used.	Retain year-end report permanently; retain other reports 6 yrs	Public/Private	MS 13.43
PAYROLL	PAY 00900	PAYROLL LEDGER	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 01000	PAYROLL REPORTS State withholding, federal withholding, & FICA.	10	Public/Private	MS 13.43
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6	Public/Private	MS 13.43
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred comp, etc.	10	Public/Private	MS 13.43

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 01300	PERA REPORTS	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 01350	QUARTERLY WITHHOLDING TAX RETURN (State Form MW-1)	6	Public	
PAYROLL	PAY 01400	TIME SHEETS Originals	6	Public/Private	MS 13.43
PAYROLL	PAY 01500	VACATION & LEAVE REQUESTS Reports/slips.	3	Public/Private	MS 13.43
PAYROLL	PAY 01600	W-2 STATEMENTS - EMPLOYERS COPY	6	Public/Private	MS 13.43
PAYROLL	PAY 01700	W-3 STATEMENTS	6	Public/Private	MS 13.43
PAYROLL	PAY 01800	W-4 FORM - ORIGINALS	Until replaced	Public/Private	MS 13.43
PAYROLL	PAY 01900	WORKERS COMP PROOF OF PAYMENT	6	Public	
PAYROLL	PAY 02000	1099 MISCELLANEOUS INCOME	6	Public/Private	MS 13.43

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 00100	ANIMAL & PET LICENSES OR PERMITS Rabies, vaccinations, etc.	2 after expiration	Public/private	
PERMITS/ LICENSES	PER 00300	BICYCLE LICENSE OR PERMIT City copy.	2 after expiration	Public/private	
PERMITS/ LICENSES	PER 00400	BILLIARD (POOL HALL) LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 00500	BOWLING ALLEY LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 00600	BUILDING PERMITS - COMMERCIAL Applications, summary data etc.	Permanent	Public/non public	MS 13.37
PERMITS/ LICENSES	PER 00700	BUILDING PERMITS - RESIDENTIAL Applications, summary data etc.	5 after expiration	Public/non public	MS 13.37
PERMITS/ LICENSES	PER 00800	BURNING PERMITS - RESIDENTIAL	1 after expiration	Public	
PERMITS/ LICENSES	PER 00900	CARNIVAL LICENSE APPLICATIONS	6 after expiration	Public	
PERMITS/ LICENSES	PER 01000	CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS	6 after expiration	Public	
PERMITS/ LICENSES	PER 01100	CONTRACTOR'S LICENSE For construction trades - includes applications, certificate of insurance, certificate of trade, etc.	6 after expiration	Public	
PERMITS/ LICENSES	PER 01200	DANCE/PARADE/PUBLIC GATHERING PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 01300	DOCK LICENSES To use public parks, streams, etc.	2 after expiration	Public	
PERMITS/ LICENSES	PER 01410	ELECTRICAL PERMIT	2 after expiration	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 01600	EXCAVATION/RIGHT-OF-WAY PERMITS Includes land alteration permits.	2 after expiration	Public	
PERMITS/ LICENSES	PER 01700	FIRE EXTINGUISHER SERVICE LICENSE	2 after expiration	Public	
PERMITS/ LICENSES	PER 01800	FIREWORKS PERMIT & LICENSE	2 after expiration	Public	
PERMITS/ LICENSES	PER 01850	FOOD ESTABLISHMENT LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 01900	GAMBLING LICENSES & REPORTS	4 after expiration	Public	MS 349.19, Subd 6.
PERMITS/ LICENSES	PER 01920	GAS FITTERS LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 01930	HEATING, VENTILATION, AIR CONDITIONING PERMIT Mechanical.	2 after expiration	Public	
PERMITS/ LICENSES	PER 02000	HOTEL & MOTEL LICENSES	6 after expiration	Public	
PERMITS/ LICENSES	PER 02020	HUNTING/SHOOTING PERMIT	6 after expiration	Public/Private	MS 13.37
PERMITS/ LICENSES	PER 02050	INSPECTION RECORDS OF LICENSED FACILITIES Restaurants, public pools, etc.	2 after expiration	Public	
PERMITS/ LICENSES	PER 02100	LIQUOR LICENSE Club, wine, beer, Sunday and setup, certificate of insurance, background investigation report, etc	6 after expiration	Public	MN Rules 7515.0440, Subd. 5.
PERMITS/ LICENSES	PER 02200	MASSAGE LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 02300	MECHANICAL AMUSEMENT DEVICE LICENSE Video games, pinball machines, etc.	6 after expiration	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
PERMITS/ LICENSES	PER 02400	MOTOR VEHICLE LICENSE Sales and rental.	6 after expiration	Public
PERMITS/ LICENSES	PER 02500	MOVING PERMIT	2 after expiration	Public
PERMITS/ LICENSES	PER 02510	PARKING METER REPORTS/RECORDS	2 after expiration	Public
PERMITS/ LICENSES	PER 02520	PARKING PERMIT	2 after expiration	Public
PERMITS/ LICENSES	PER 02600	PAWNBROKERS LICENSE	6 after expiration	Public
PERMITS/ LICENSES	PER 02700	PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	2 after expiration	Public
PERMITS/ LICENSES	PER 02800	PLASTERING LICENSE	2 after expiration	Public
PERMITS/ LICENSES	PER 02810	PLUMBER'S LICENSE Annual license issued to master plumber if complying with UBC.	6 after expiration	Public
PERMITS/ LICENSES	PER 02900	PLUMBING PERMITS	2 after expiration	Public
PERMITS/ LICENSES	PER 03000	POOL LICENSE	6 after expiration	Public
PERMITS/ LICENSES	PER 03010	PUBLIC PROPERTY USE APPLICATIONS	2 after expiration	Public
PERMITS/ LICENSES	PER 03020	RENTAL APPLICATION/LICENSE Multiple dwelling.	6 after expiration	Public
PERMITS/ LICENSES	PER 03100	SAUNA LICENSE	6 after expiration	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 03110	SEXUALLY ORIENTED BUSINESS LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03120	SIGN PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 03200	SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT Bonds, certificate of insurance, etc.	6 after expiration	Public	
PERMITS/ LICENSES	PER 03300	STREET USE PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 03400	TAXI LICENSES	6 after expiration	Public	
PERMITS/ LICENSES	PER 03410	THEATER LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03420	TREE TRIMMING/REMOVAL LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03450	WETLAND RECORDS Replacement plan requirements, exemptions, certifications, permits, etc.	10 after expiration	Public	MN Rules 8420.0100- .0220
PERMITS/ LICENSES	PER 03500	WRECKING PERMIT	2 after expiration	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PLANNING	PLZ 00100	ANNEXATION RECORDS	Permanent; has historical value	Public	
PLANNING	PLZ 00200	CERTIFICATE OF FILING LAND USE CONTROL C.U.P. & variance. Document retained by counties.	Permanent	Public	
PLANNING	PLZ 00300	COMPREHENSIVE PLAN Land use plan.	Permanent; has historical value	Public	
PLANNING	PLZ 00400	CONDITIONAL USE PERMIT FILE Application, planning report, Planning Commission and City Council action, copy of permit, resolutions, etc.	Permanent	Public	
PLANNING	PLZ 00500	DEEDS Originals stored in clerks office.	Permanent	Public	
PLANNING	PLZ 00600	EASEMENTS Grant of Easements to city.	Permanent	Public	
PLANNING	PLZ 00700	EASEMENTS - TEMPORARY	Retain until project completion unless filed with project file.	Public	
PLANNING	PLZ 00800	MAPS & HALF SECTION	Until superseded	Public	
PLANNING	PLZ 01100	PETITIONS RELATING TO ZONING REQUESTS	6	Public	
PLANNING	PLZ 01200	PLANNING CASE FILE Includes reports documenting the activity or development of a specific parcel of land.	Permanent	Public	
PLANNING	PLZ 01300	PLAT FILES - FINAL PLAT Includes subdivisions files, final plat, application, council review, planning commission review, studies, etc.	Permanent	Public	
PLANNING	PLZ 01400	PLAT FILES - PRELIMINARY PLAT	10	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
PLANNING	PLZ 01500	REAL PROPERTY APPRAISALS	Length of ownership	Public/Confidential MS 13.44
PLANNING	PLZ 01600	REAL PROPERTY - BIDS & ESTIMATES Appraisal report, certificates, etc.	20 after disposal of property	Public
PLANNING	PLZ 01700	REZONING FILE	Permanent	Public
PLANNING	PLZ 01800	SIGN PLAN VARIANCES/APPROVALS	Permanent	Public
PLANNING	PLZ 01900	SITE PLAN FILE - APPROVED	Permanent	Public
PLANNING	PLZ 02000	SITE PLAN FILE - NOT APPROVED	10	Public
PLANNING	PLZ 02100	SPECIAL USE PERMIT FILE	Permanent	Public
PLANNING	PLZ 02200	SURVEYS, PROPERTY	Permanent	Public
PLANNING	PLZ 02300	VACATION FILES	Permanent	Public
PLANNING	PLZ 02400	VARIANCE FILES	Permanent	Public
PLANNING	PLZ 02500	ZONING FILES	Permanent	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00100	ANNUAL REPORTS - POLICE DEPARTMENT	Permanent	Public	
POLICE	POL 00200	AUCTION Records or department copy of contracts.	3	Public	
POLICE	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non Public	
POLICE	POL 00250	BACKGROUND CHECK Second party dissemination log.	3 years	Public	
POLICE	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	5 years	Public/Private	MS 13.82, 260B.171
POLICE	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION (State form PA-1)	3	Public/Private	MS 13.43
POLICE	POL 00400	DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Printout of all bookings for jurisdiction. Note: pertains to jail agencies only.	5	Public/Private	MS 13.82
POLICE	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	6	Public	MS 13.82, Subd. 3.
POLICE	POL 00420	DUTY ROSTER Officers' logs.	2	Public	MS 13.82
POLICE	POL 00450	EMERGENCY PLAN	Until superseded	Public/Private	MS 13.37
POLICE	POL 00500	FINGERPRINT CARDS Sworn officers and police personnel.	5 after termination or retirement	Private	MS 13.43
POLICE	POL 00510	FINGERPRINT CARDS For janitors or persons accessing secured areas without supervision.	1 year after termination	Public/Private	MS 13.43
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	6	Public/private/ confidential	MS 13.39, 13.43, 13.82

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00700	LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.)	1	Public	
POLICE	POL 00800	LOG SHEETS Officers	2	Public/private/ confidential	MS 13.82
POLICE	POL 00910	PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check.		Public	
POLICE	POL 01000	POLICE CLEARANCE LETTERS Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
POLICE	POL 01100	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Actuarial records & planning reports.	Permanent	Public	
POLICE	POL 01200	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Financial records.	6	Public/Private	MS 13.43
POLICE	POL 01300	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Membership Files.	Permanent	Public/Private	MS 13.43
POLICE	POL 01400	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Minutes.	Permanent	Public	
POLICE	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462
POLICE	POL 01600	REQUEST TO INSPECT POLICE REPORT	30 days	Public	
POLICE	POL 01700	STATISTICAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
POLICE	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
POLICE	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 02000	CIVIL DEFENSE FILES	Until superseded	Public	
POLICE	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
POLICE	POL 02200	WYC Watch Your Car.	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02300	D.A.R.E. Drug abuse resistance education program.	1	Public	
POLICE	POL 02350	DANGEROUS DOG LICENSE	2 years after deceased	Public/Private	MS 13.37
POLICE	POL 02400	MCGRUFF HOUSE	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02500	NEIGHBORHOOD CRIME WATCH	1 after participation ceases	Public/Private or Non-public	MS 13.37
POLICE	POL 02600	OPERATION I.D.	Permanent	Public/Private or Non-public	MS 13.37
POLICE	POL 02700	911 RECORDINGS	31 days per MN Rule 1215.0900 subp. 5	Public/Private	MS 13.82, Subd. 3a.
POLICE	POL 02800	RADIO LOGS Dispatcher.	7	Private	MS 13.82
POLICE	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number.	3	Public/Private/ Confidential	MS 13.82, Subd. 3a, 169.09

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7	Public/Private	MS 13.82, Subd. 3a, 260B.171
POLICE	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82, Subd. 3a
POLICE	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7 years; if homicide see POL 03700	Public/Private	MS 13.82, Subd. 3a
POLICE	POL 03400	CASE FILES/OFFENSE REPORTS - JUVENILE JUVENILE: Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7 years; if homicide see POL 03700	Non-public/Private/ Confidential	MS 13.82, 260B.171
POLICE	POL 03500	CITATION/TICKETS	3	Public	
POLICE	POL 03600	CRIMINAL RECORD CHECK LOG Log recording criminal history queries via state computer.	3	Public/Private/ Confidential	MS 13.87
POLICE	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82
POLICE	POL 03740	EVIDENCE/PROPERTY LOGS	1 year	Public/Private	MS 13.82
POLICE	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03800	FINGERPRINT CARDS Criminal.	7	Confidential while investigation is active; after that Public	MS 13.82 subd 5
POLICE	POL 03820	FORFEITURE FORMS	3 years		
POLICE	POL 03900	FIREARM APPLICATION/PERMITS Includes application to purchase and a copy of the firearm permit to carry.	6	Private	MS 13.87
POLICE	POL 04000	FIREARM TRANSFER	6	Private	MS 13.87
POLICE	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82
POLICE	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 5
POLICE	POL 04500	MASTER NAME FILE Adult.	7 after last contact	Public/Private/ Confidential	MS 13.82
POLICE	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171
POLICE	POL 04700	MUG SHOTS-ADULT	7	Public	
POLICE	POL 04720	MUG SHOTS-JUVENILE	7 years or when child reaches 19 (MS 260B.171 subd.5c)	Private	
POLICE	POL 04820	TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker.	2	Public	MS 13.82
POLICE	POL 04840	REPOSSESSION LOGS	30 days	Private/Non-public	MS 13.82, Subd. 20

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-public	MS 13.82, Subd. 20
POLICE	POL 04900	VEHICLE IMPOUNDS Abandoned, seized, etc.	7	Public	
POLICE	POL 05200	ADMISSION RELEASE RECORDS	2 after inmate is discharged	Public/Private	MS 13.82
POLICE	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
POLICE	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent; has historical value	Public/Private	MS 260B.171
POLICE	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
POLICE	POL 05600	VIDEO TAPE OF BOOKING	30 days	Private	MS 13.43
POLICE	POL 05700	TRAINING RECORDS FOR EACH OFFICER Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	5 after termination or retirement	Public/Private	MS 13.43
POLICE	POL 05800	TRAINING REPORT Summary report of each officer's training history. May be filed in officer's personnel file.	5 after termination of retirement	Public/Private	MS 13.43
POLICE	POL 05810	AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings.	Permanent	Public	
POLICE	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report. All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Until transcription is approved.	Public/Private/ Confidential	MS 13.82
POLICE	POL 05830	EXTRANEOUS AUDIO & VIDEO RECORDINGS Audio & video recordings which hold no value to the state, city, citizens, police department, officer(s), and/or any other party.	End of daily shift.	Public	MS 13.82

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05840	ARREST & CHARGE Audio and video recordings determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, Subd. 10, 260B.171
POLICE	POL 05860	GENERAL CITIZEN CONTACTS Audio & video recordings determined to contain information regarding non- evidentiary police and citizen interaction. EXAMPLE: Includes a situation where an officer is flagged down by a citizen. The officer would activate the microphone due to the uncertainty of what the situation may entail. When the citizen reveals that their car broke down, the officer simply assists by calling a tow truck and clearing the scene. This recording would possess information of no evidentiary or departmental value. EXAMPLE: Another example may occur when a potential witness is interviewed by an investigator. The investigator realizes, after recording the potential witness, that the individual does not have any pertinent information. This would then fall into this retention period. Note: if the potential witness did have valuable information, the recording would fit into one of the categories previously mentioned, based on the level of the crime witnessed.	End of Daily Shift	Public	MS 13.82
POLICE	POL 05870	HOMICIDES Audio & video recordings containing information regarding any homicides.	Permanent	Public/Confidential	MS 13.82
POLICE	POL 05880	INTERNAL INVESTIGATIONS Audio & video recording determined to have evidentiary value in any internal investigations.	6	Public/Private	MS 13.43
POLICE	POL 05900	INTERVIEWS - AUDIO & VIDEO RECORDINGS Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	Statute of limitations for corresponding crime.	Public/Confidential	MS 13.82
POLICE	POL 05920	USE OF FORCE Audio & video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. EXAMPLE: This may include a situation where an officer does not make an arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in bringing an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained under the previously mentioned categories depending on the severity of the charge against the person.	6	Public/Private/ Confidential	MS 13.39, 13.43, 13.82

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05930	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures and negatives relating to an accident are kept 3 years, pictures relating to an arrest are kept 7 years.)	See Note in Description	Public/Private	MS 13.

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - ENGINEERING	PWE 00100	AERIAL PHOTOGRAPHS Photographs of city.	Permanent; has historical value	Public	
PUBLIC WORKS - ENGINEERING	PWE 00200	CONSTRUCTION BLUEPRINTS ORIGINAL For completed city buildings, streets, storm sewer, sidewalks, etc.	Permanent	Public/Non-public	MS 13.37
PUBLIC WORKS - ENGINEERING	PWE 00300	DEMOLITION RECORDS	30	Public	
PUBLIC WORKS - ENGINEERING	PWE 00400	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00500	FLOOD CONTROL RECORDS Includes history, federal disaster assistance info., reports, photos, dike level charts.	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00600	INSPECTION & TESTING RECORDS For watermains, streets, storm sewers, sidewalks, etc.	5 after transaction complete	Public	
PUBLIC WORKS - ENGINEERING	PWE 00700	MAPS - AS BUILTS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00800	MAPS - TOPOGRAPHICAL	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00900	PERMITS - STREET OPENING	7 after completion	Public	
PUBLIC WORKS - ENGINEERING	PWE 01000	PERMITS - STREET SERVICE LINES	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01100	PLANS & SPECIFICATIONS Including spec books.	6 after receipt of as builts	Public	
PUBLIC WORKS - ENGINEERING	PWE 01200	PROJECT RECORDS Projects such as street improvements. Should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as striping, sealcoating and street lighting need only be retained for 5 yrs after project completion.	Permanent if project is historical or major; 5y if not	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE	
PUBLIC WORKS - ENGINEERING	PWE 01300	PROJECT RECORDS Abandoned.	3	Public	_
PUBLIC WORKS - ENGINEERING	PWE 01400	PROJECT RECORDS Preliminary.	6	Public	
PUBLIC WORKS - ENGINEERING	PWE 01500	RIGHT - OF- WAY DOCUMENTS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01600	STORM WATER MANAGEMENT RECORDS	10	Public	
PUBLIC WORKS - ENGINEERING	PWE 01700	STREET REGULATIONS Not passed.	1	Public	
PUBLIC WORKS - ENGINEERING	PWE 01800	STREET REGULATIONS Passed.	1 after expiration	Public	
PUBLIC WORKS - ENGINEERING	PWE 01900	WASTEWATER MANAGEMENT RECORDS	10	Public	
PUBLIC WORKS - ENGINEERING	PWE 02100	WATERSHED DISTRICT RECORDS	10	Public	
PUBLIC WORKS - ENGINEERING	PWE 02200	WEIGHT TICKETS	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00100	ARBORCULTURE Includes resource files, copies from outside sources.	review annually	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00200	ASPHALT MIXING LOG	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00300	BRIDGE/CULVERT INVENTORY	Permanent	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00400	BRIDGE/CULVERT MAINTENANCE REPORTS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00500	CLIMATOLOGICAL GRAPHS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00600	CURB STOP REQUESTS	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00700	DAILY WORK SCHEDULES, CREW SCHEDULES	1	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00800	DIKE MAINTENANCE RECORDS	Permanent	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00900	DRIVEWAY GUTTER PATCHING RECORDS	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01000	EMERGENCY STORM DAMAGE Includes request for pickup and hauling, reports, and documentation.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01100	ENVIRONMENTAL COMPLAINTS REPORTS Includes disposition.	Permanent	Public/Private	MS 13.44
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01200	FILL MATERIAL REQUESTS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01300	FREEZING CONDITIONS EMERGENCY LOG	2	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01350	MAINTENANCE/INSPECTION OF FACILITIES Including picnic facilities, ball fields, play grounds, trails, bikeways etc. for maintenance purposes.	5	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01400	MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS	2	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01500	MANHOLE REPAIR REPORT	5	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01600	MNDOT CORRESPONDENCE	6	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01700	PROBLEM STREET AREA REPORTS	10	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01800	REFORESTATION PROGRAM Including schedule, purchasing information, citizens' involvement.	5	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02000	SIDEWALK REPAIR RECORDS	5	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02100	SNOW REMOVAL EMERGENCY PLANS	Until Superseded	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02200	SNOW REMOVAL LOGS	5	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02300	STREET COMPOSITION REPORTS	Permanent	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02400	STREET INVENTORY/CONDITION RECORDS	10	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02500	STREET PATCH REQUESTS	2	Public
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02600	STREET RESURFACING LOGS	10	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02700	STORM SEWER LIFT STATIONS PUMP REPORTS	Life of equipment plus 2y	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02800	TREE DISEASE CONTROL Includes inspection reports, removal reports.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02900	VEHICLE SAFETY INSPECTION REPORTS	3	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 03000	WEED COMPLAINT & REPORTS Includes disposition of complaint.	3	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
RECORDS MGMT	RMG 00100	AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR - 1) Used to approve destruction of records not on an approved retention schedule.	Permanent	Public	
RECORDS MGMT	RMG 00200	HISTORICAL DATA/PHOTOGRAPHS	Permanent; has historical value	Public	
RECORDS MGMT	RMG 00300	MICROFILM INDEX List of documents that have been microfilmed.	Until Superseded	Public	
RECORDS MGMT	RMG 00400	PROCEDURES Written procedures & policies relative to records management.	Until Superseded	Public	
RECORDS MGMT	RMG 00500	RECORDS INVENTORIES List of specific types of records generated by the agencies' staff. Used for generating retention schedules.	Until Superseded	Public	
RECORDS MGMT	RMG 00600	RECORDS CHECKOUT REQUEST Documents the access of records retrieved from Records Center or other facility.	6 months	Public	
RECORDS MGMT	RMG 00700	RECORDS DISPOSITION AUTHORIZATION Internal list of records that have been authorized for destruction and are listed on a state approved retention schedule.	Permanent	Public	
RECORDS MGMT	RMG 00800	RECORDS INVENTORY REPORT Index of records stored by city and the records locations.	Until Superseded	Public	
RECORDS MGMT	RMG 00900	RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines.	Until Superseded	Public	
RECORDS MGMT	RMG 01000	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until Superseded	Public	
RECORDS MGMT	RMG 01100	RECORDS TRANSFER/TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 or until the records are removed/destroyed	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 00100	ABANDONED MAINS AND SERVICES AS BUILT Includes plans of private sewer and water systems.	Permanent	Public	
UTILITIES	UTL 00200	ADJUSTMENT REPORTS	3	Public	
UTILITIES	UTL 00300	AFFIDAVIT/CONTRACTOR	Permanent	Public	
UTILITIES	UTL 00500	BACTERIOLOGICAL TEST/ANALYSIS	5	Public	
UTILITIES	UTL 00600	BILLINGS (REGISTER)	4	Public	
UTILITIES	UTL 00800	CHEMICAL ANALYSIS	10	Public	
UTILITIES	UTL 00850	CUSTOMER DATA/MUNICIPAL UTILITIES	6	Private if electric; Public if water or sewer	MS 13.679
UTILITIES	UTL 00900	DAILY TRANSACTION REPORTS	5	Public	
UTILITIES	UTL 01000	DELINQUENT REPORTS	2	Public	
UTILITIES	UTL 01100	DISTRIBUTION REPORTS	6	Public	
UTILITIES	UTL 01200	EPA REPORTS Complaints, etc.	10	Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public	MS 13.39 MS 13.44
UTILITIES	UTL 01300	EQUIPMENT REPORTS Maintenance records, etc.	Life of equipment	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION STATUTE
UTILITIES	UTL 01400	FIRE HYDRANT MAINTENANCE	6	Public
UTILITIES	UTL 01500	FROZEN WATER LINES LOG BOOK Complaints, etc.	Permanent	Public
UTILITIES	UTL 01600	GOPHER STATE ONE RECORDS City's copy.	1	Public
UTILITIES	UTL 01700	HEALTH DEPARTMENT REPORTS Complaints, etc.	12	Inactive: Public. MS 13.39 Active: varies MS 13.44 depending on nature and action of complaint. Private/Non-public.
UTILITIES	UTL 01800	INSPECTIONS-SERVICE NEW MAINS	Permanent	Public
UTILITIES	UTL 01900	MAINTENANCE PUMP STATIONS	1	Public
UTILITIES	UTL 02000	METER READING CARDS/SHEETS Including printouts from electronically read meters.	3	Public
UTILITIES	UTL 02100	METER RECORDS	Life of equipment	Public
UTILITIES	UTL 02130	PEAK DEMAND REPORTS	3	Public
UTILITIES	UTL 02160	OUTAGE REPORTS	3	Public
UTILITIES	UTL 02200	PUMPING REPORTS	Life of pump	Public
UTILITIES	UTL 02400	REPORTS AND STUDIES Comprehensive sewer plan data; includes maps, statistics, capacity, life stations, future development, projects and layouts.	10	Public

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 02500	SERVICE LINE AND ADDRESS CARDS Ties to all sewer and water services.	Permanent	Public	
UTILITIES	UTL 02600	SERVICE REQUESTS For water lines, sewer lines, manhole repairs, curb box, valve box repairs, hydrant repairs and alterations and repair orders.	As long as customer is active	Public	
UTILITIES	UTL 02630	SEWER BACKUP RECORDS	15	Public	
UTILITIES	UTL 02700	SEWER CLEANING REPORTS	6	Public	
UTILITIES	UTL 02800	SEWER DISCHARGE PERMITS	5 after expiration	Public	
UTILITIES	UTL 02830	SEWER MAIN BREAK RECORDS	Permanent	Public	
UTILITIES	UTL 02900	SHUT OFF LIST	2	Public	
UTILITIES	UTL 03000	UTILITY ACCOUNT CHANGE ORDERS	2	Private if electric; Public if water or sewer	MS 13.679
UTILITIES	UTL 03050	UTILITY PAYMENT STUB	2 years	Private if electric; Public if water or sewer	MS 13.679
UTILITIES	UTL 03100	WATER AND SEWER ANALYSIS	10	Public	
UTILITIES	UTL 03200	WATER MAIN BREAK RECORDS	Permanent	Public	
UTILITIES	UTL 03300	WATER METER REPLACEMENT SHEETS	Permanent	Public	
UTILITIES	UTL 03400	WELL PERMITS	5 after abandonment of well	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
VITAL STATISTICS	VIT 00100	BIRTH RECORDS	Permanent; has historical value	Public/Private/Confi dential	MS 144.225 MS 144.218 MS 259.49
VITAL STATISTICS	VIT 00200	DEATH RECORDS	Permanent; has historical value	Public/Private	MS 144.225
VITAL STATISTICS	VIT 00300	HOSPITAL LISTS OF BIRTHS AND DEATHS	1	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
WASTE MGMT	WST 00100	CLEAN-UP DAY INFO/PERMITS Annual city sponsored events allowing residents to dispose of items such as batteries, carpeting, tires, and major appliances.	5 after event	Public	
WASTE MGMT	WST 00200	COMPOSTING/YARDWASTE REGULATIONS	Until Superseded	Public	
WASTE MGMT	WST 00300	CURBSIDE RECYCLING PROGRAM	6	Public	
WASTE MGMT	WST 00400	DROP OFF SITE/RECYCLING YARD WASTE	5	Public	
WASTE MGMT	WST 00500	ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW): Environmental Impact Statements (EIS), evaluations of development or redevelopment sites, hearing documents, meeting minutes & resolution of findings.	30	Public	
WASTE MGMT	WST 00600	EXCEPTION REPORTS Documents the non-receipt of the Uniform Hazardous Waste Manifest. Can be a copy of the manifest with a notation stating that the return copy was not received. The note should explain the efforts taken to locate the hazardous substance and the results of actions.	30	Public	
WASTE MGMT	WST 00700	HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER Accepts paints, corrosives, flammables, toxics, used motor oil, car/truck batteries.	30	Public	
WASTE MGMT	WST 00800	IDENTIFICATION NUMBERS Various identification numbers assigned by institutions (i.e. Environmental Protection Agency Federal Regulators, State or County).	Until Superseded	Public	
WASTE MGMT	WST 00900	LANDFILL/GARBAGE DUMP SITES Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, inspection reports.	30	Public	
WASTE MGMT	WST 01000	MATERIAL SAFETY DATA SHEETS	30	Public	
WASTE MGMT	WST 01100	NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE Types of materials, chemicals, etc. stored and used by commercial and industrial users within municipality.	30	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
WASTE MGMT	WST 01200	NOTICE OF SPILL(S) Minnesota Pollution Control Agency reports on locations of spills, materials spilled, clean-up efforts employed, etc.	30	Public	
WASTE MGMT	WST 01300	OPEN BURNING PERMITS State and City permits for hazardous and solid waste burning.	30	Public	
WASTE MGMT	WST 01400	RECLAMATION AGREEMENTS Agreement with company to transfer, dispose of or treat the substance.	30 after termination or expiration (L9 CFR 1910.20)	Public	
WASTE MGMT	WST 01500	RECYCLING BINS & ACCESSORIES PRICE SHEET Resale to residents.	3	Public	
WASTE MGMT	WST 01600	RECYCLING BROCHURES	Until Superseded	Public	
WASTE MGMT	WST 01700	REPORTS All disclosure forms & annual reports.	30 from date report was due (MN Rules 7045.0294)s	Public	
WASTE MGMT	WST 01800	SLUDGE DISPOSAL	5	Public	
WASTE MGMT	WST 01900	TEST RESULTS Results of substance analysis or other determinations used to evaluate the substance.	30 from date sent to off-site facility (MN Rules 7045.0294)	Public	
WASTE MGMT	WST 02000	TRANSPORT INFORMATION Documentation concerning the company that transports the hazardous substances. Should include the name and EPA number of the company.	30 (40 CFR 263.20)	Public	
WASTE MGMT	WST 02100	UNIFORM HAZARDOUS WASTE MANIFESTS State required document for the identification of transported hazardous substances.	30 from date of acceptance by transporter (40 CFR 263.20).	Public	

SECTION CODE TITLE & DESCRIPTION RETENTION CLASSIFICATION STATUTE PERIOD

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City Council Regular 4.

Meeting Date: 03/19/2013

Subject: Property Reclassification

Submitted For: Tim Himmer, Public Works Director

From: Cathy Sorensen, City Clerk

INTRODUCTION

The City Council is asked to recognize Anoka County's reclassification of a parcel as Conservation property.

DISCUSSION

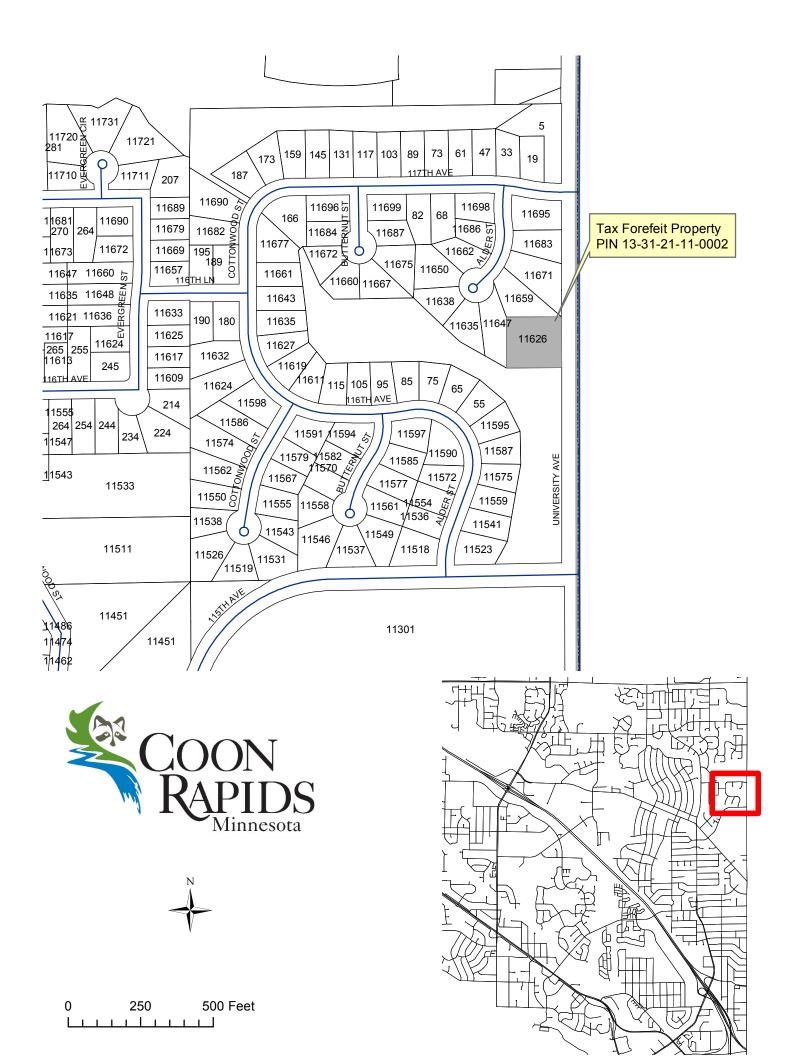
Anoka County has requested that the City recognize its reclassification of this parcel as Conservation property. This lot abuts University Avenue (Parcel Id # 13-31-24-11-0002) and will be used as storm water drainage area in conjunction with the University Avenue upgrade project. This parcel was before the City Council in December as a tax forfeit parcel, but at that time the County had not classified this parcel as conservation and was not requesting this designation because the property was not conservation at that time. Subsequently the County has classified this as conservation and is now seeking City concurrence.

RECOMMENDATION

Staff recommends that by motion Council recognize the reclassification of Parcel ID # 13-31-24-11-0002 as Conservation.

Attachments

Location Map





City Council Regular 5.

Meeting Date: 03/19/2013

Subject: Gambling Expenditure Reports - July - December 2012

From: Vincent Vu, Management

Analyst/Deputy Clerk

INTRODUCTION

City Code 5-2010 requires a semi-annual accounting of gambling expenditures which directly benefit Coon Rapids and cities within the trade area from the organizations licensed by the State Gambling Control Board.

DISCUSSION

Staff has received and reviewed the semi-annual reports for July 1 - December 31, 2012 showing gambling expenditures within the city and trade area for the six organizations at 12 locations. The reported expenditures within this period were \$219,582.82 with reported profits (net of losses) of \$374,135.33.

Total 2012 combined expenditures were \$384,015 with profits (net of losses) of \$557,525.23, as compared to the 2011 expenditures of \$392,076.13 with profits (net of losses) of \$344,303.02.

As per City Code 5-2009, organizations are required to contribute five percent of its profits to a fund administered and regulated by the City. In 2012, this contribution amounted to \$30,528.44. The expenditure A-10 Government may not always reflect 5% of total profit reported due to the date of reporting this expenditure. Staff does verify the 5% contribution reported quarterly.

RECOMMENDATION

Council is requested to receive the gambling expenditure reports for the second half of the 2012 as submitted by the licensed organizations.

Attachments

Gambling Reports - July - December 2012



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT **JULY - DECEMBER**

LICENSED ORGANIZATION: Coon Rapids Mat Bandits

REPORT PREPARED BY: Shidell & Mair, PLLP Attn Jim Council

TELEPHONE: 651-482- 1698

JULY - DECEMBER 2012 TOTAL PROFIT: \$102,945.46

		AMO	
LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	Coon Rapids	Trade Area
A1 - 501c3 donation	General Fund	80,000.00	
A2 - disability; poverty			
A3 - problem gambling			
A4 - schools			
A5 - scholarships			
A6 - military recognition			
A7 - youth programs	Coach Payroll	8,250.83	
A8 - taxes on receipts/ Refund unsold tickets			
A9 - real estate taxes			
A10 - government (City donation)	Quarterly City Tax	4,908.68	
All - church			
A12 - water quality			
A13 - wildlife, trails, DNR			
A14 - food shelf			
A15 - community arts			
A16 - veteran utilities			
A17 - veteran events			
A18 - fee licenses, permits		900.00	**************************************
A19 - humanitarian			
	Total expenditures in City/Trade Area	\$94,059.51	\$0.00
	Percent of total expenditures in City/Trade Area	91.476	1.

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by *February 15, 2013*. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT JULY – DECEMBER 2012

Coon Rapids National Little League LICENSED ORGANIZATION:					
REPORT PREPARED BY:					
TELEPHONE:	E-MAIL:				
JULY - DECEMBER 2012 TOTAL PROF	79089.54 TT \$				

		AMC	UNT
LAWFUL PURPOSE	DESCRIPTION OF EXPENDITURE	Coon	Trade
(MSA §349.12, Subd 25	(please itemize and be specific)	Rapids	Area
A1 - 501c3 donation		\$	\$
A2 – disability; poverty		\$	\$
A-3 – problem gambling		\$	\$
A-4 schools		\$	\$
A-5 – scholarships		\$	\$
A-6 - military recognition		\$	\$
A-7 – youth programs		\$	\$
A-8 – taxes on receipts / Refund unsold tickets		\$	\$
A-9 – real estate taxes		\$	\$
A-10 – government	Coon Rapids required 5%	\$2962.67	\$
A-11 — church		\$	\$
A-12 - water quality		\$	\$
A-13 - wildlife, trails, DNR	·	\$	\$
A-14 – food shelf		\$	\$
A-15 – community arts		\$	\$
A-16 – veteran utilities	·	\$	\$
A-17 - veteran events		\$	\$
A-18 — fee licenses,permits		\$	\$
A-19 – humanitarian		\$	\$
	Total expenditures in City/Trade Area	\$2962.67	\$
	Percentage of total expenditures in City/Trade Area	3.75 %	9

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by **February 25, 2013**. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT JULY - DECEMBER

LICENSED ORGANIZATION:	Coon Rapids Youth Hockey	
REPORT PREPARED BY:	Cornell Kahler Shidell & Mair, PLLP	
TELEPHONE:		***************************************
JULY - DECEMBER 2012 TOTA	L PROFIT (Line 37):	\$81,880.33

		AMOU	NT
LAWFUL PURPOSE	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	Coon	Trade
(MSA §349.12, Subd 25)		Rapids	Area
A1 - 501c3 donation	Susan G Komen; General Fund Donation	48,249.00	
A2 - disability; poverty	Benefit Donation	1,052.25	
A3 - problem gambling			
A4 - schools			
A5 - scholarships			
A6 - military recognition			
A7 - youth programs			
A8 - taxes on receipts/ Refund unsold tickets			
A9 - real estate taxes			
A10 - government (City donation)	Quarterly Contribution	1,932.49	
A11 - church			
A12 - water quality			
A13 - wildlife, trails, DNR			
A14 - food shelf			
A15 - community arts			
A16 - veteran utilities			
A17 - veteran events			
A18 - fee licenses, permits	Premise Permit		150.00
A19 - humanitarian			
	Total expenditures in City/Trade Area	\$51,233.74	\$150.00
	Percent of total expenditures in City/Trade Area	(A) (-7	

62.62



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT JULY – DECEMBER 2012

LICENSED ORGANIZATION:

Coon Rapids VFW 9625

REPORT PREPARED BY:

Robert Faucett, Gambling Manager

TELEPHONE:

755-4760

E-MAIL:

coonrapidsvfw9625@yahoo.com

JULY - DECEMBER 2012 TOTAL PROFIT:

\$ 36,296

Date Feb 21, 2013

			AMC	U	T
LAWFUL PURPOSE	DESCRIPTION OF EXPENDITURE		Coon		Trade
(MSA §349.12, Subd 25	(please itemize and be specific)]	Rapids		Area
A1 – 501c3 donation	Free 2B, Salvation Army, Anoka County Historical Society, Park River Estates Foundation	\$	700	\$	
A2 – disability; poverty	Meals on Wheels, CEAP	\$	350	\$	
A-3 – problem gambling		\$		\$	
A-4 – schools		\$		\$	
A-5 – scholarships	Voice of Democracy Essay Contest	\$	250	\$	
A-6 – military recognition	Coon Rapids Area Nursing Homes Veterans Day Gifts	\$	311	\$	
A-7 – youth programs	BSA Eagle Scout Awards, Firearms Safety Program Gun Repair &	\$	50	\$	
	Maintenance		500		
A-8 – taxes on receipts / Refund unsold tickets		\$		\$	
A-9 – real estate taxes	Anoka County	\$		\$	17,385
A-10 – government	City of Coon Rapids 5%	\$	941	\$	
	Anoka County Veterans Medical Transportation		100		
A-11 — church	Epiphany Care for Life	\$	100	\$	
A-12 – water quality		\$		\$	
A-13 – wildlife, trails, DNR		\$		\$	
A-14 – food shelf	ACBC Foodshelf	\$	500	\$	
A-15 – community arts		\$		\$	
A-16 – veteran utilities	City of Coon Rapids sewer and water	\$	858	\$	
A-17 – veteran events		\$		\$	
A-18 – fee licenses, permits		\$		\$	
A-19 – humanitarian		\$		\$	
	Total expenditures in City/Trade Area	\$	4,660	\$	17,385
	Percentage of total expenditures in City/Trade Area		13 %		61 %

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by February 25th, 2013. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT JULY – DECEMBER 2012

Coon Raj LICENSED ORGANIZATION:	pids Lions
REPORT PREPARED BY:	
763-229-1761 TELEPHONE:	aasijim@popp.net E-MAIL:
JULY - DECEMBER 2012 TOTAL PRO	OFIT \$

		AMOUNT	
LAWFUL PURPOSE	DESCRIPTION OF EXPENDITURE	Coon	Trade
(MSA §349.12, Subd 25	(please itemize and be specific)	Rapids	Area
A1 – 501c3 donation	CRHS Marching Band	\$650	\$
A2 – disability; poverty	Needy person benefit(cancer)	\$4485.00	\$
A-3 – problem gambling		\$	\$
A-4 — schools	I	\$	\$
A-5 – scholarships		\$	\$
A-6 – military recognition		\$	\$
A-7 – youth programs	Boyscouts	\$231.00	\$
A-8 – taxes on receipts / Refund unsold tickets		\$	\$
A-9 – real estate taxes		\$	\$
A-10 – government	River Trl Learn Ctr, City C.R. Historical Marker & CR 5% ta	\$2099.90	\$
A-11 – church		\$	\$
A-12 – water quality		\$	\$
A-13 – wildlife, trails, DNR		\$	\$
A-14 — food shelf		\$	\$
A-15 – community arts	· · ·	\$	\$
A-16 – veteran utilities		\$	\$
A-17 – veteran events		\$	\$
A-18 – fee licenses,permits		\$	\$
A-19 – humanitarian		\$	\$
	Total expenditures in City/Trade Area	\$7565.9	\$
	Percentage of total expenditures in City/Trade Area	41 %	0,

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by **February 25, 2013**. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT JULY -- DECEMBER 2012

LICENSED ORGANIZATION: American Legion Post 334

REPORT PREPARED BY: Dawn Jabhan

TELEPHONE: 763-421-6260

E-MAIL: cral334@hotmail.com

JULY - DECEMBER 2012 TOTAL PROFIT: \$55,473

		AMC	UNT
LAWFUL PURPOSE	DESCRIPTION OF EXPENDITURE	Coon	Trade
(MSA §349.12, Subd 25	(please itemize and be specific)	Rapids	Area
A1 – 501c3 donation	MN D.A.R.E., Inc		\$ 50
	Special Olympics MN – Anoka County		\$ 100
	T.L.C. Toys		\$ 200
	Anoka County Historical Society		\$ 150
A2 – disability; poverty	Meals-on-Wheels		\$ 50
A-3 – problem gambling			
A-4 – schools			
A-5 – scholarships			
A-6 – military recognition	Community picnic honoring veterans	\$ 444	
	Color/Honor guard events & supplies	\$ 662	
	Flags and accessories	\$ 250	
A-7 – youth programs	Coon Rapids Legion Baseball Team	\$ 5,000	
	Boy Scouts		\$ 50
	School patrol equipment	\$ 453	
	Children's holiday party	\$ 360	
A-8 – taxes on receipts /			
Refund unsold tickets			#10 00 <i>5</i>
A-9 – real estate taxes	Anoka County		\$10,085
A-10 – government	City of Coon Rapids -5% contribution	\$ 1,511	
(City donation)	Anoka County Veterans Transportation		\$ 150
	Veterans Day event at Senior Center	\$ 150	
	Anoka County Parks		\$ 50
A-11 - church			
A-12 – water quality			
A-13 – wildlife, trails, DNR			
A-14 – food shelf/program	Nursing home luncheon	\$ 200	
A-15 – community arts			
A-16 – veteran utilities	Post 334 utilities	\$21,576	
A-17 – veteran events			
A-18 – fee licenses, permits			
A-19 – humanitarian	Blood donor program		\$ 75
	Total expenditures in City/Trade Area	\$30,606	\$10,960
	Percentage of total expenditures in City/Trade Area	55%	20%

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by *February 25, 2013*. Use this form and expand rows as necessary.



City Council Regular 6.

Meeting Date: 03/19/2013

Subject: Authorize Payment to Community Strength Foundation

From: Cathy Sorensen, City Clerk

INTRODUCTION

When the Community Strength Foundation was established in 2012, the City Council indicated its intent to contribute 90% of charitable gaming revenues to the Foundation. Council is asked to authorize the 2012 payment.

DISCUSSION

The City Council has indicated its intent to disburse 90% of available charitable gambling revenue to the Community Strength Foundation, which totals \$26,829.52 for 2012 (see attached). Additionally, the annual TC Gateway grant will be received later this year and will be brought forward for Council acceptance and authorization at that time.

RECOMMENDATION

Authorize the expenditure of \$26,829.52 to the Community Strength Foundation.

Attachments

Payment Summary

Summary of Payments to Coon Rapids Community Strenth Foundation (from 5% charitable gambling proceeds)

<u>PAYMENT IN 2012:</u>	
Amount used to calculate payment in 2012	41,500.00
add back amount for rounding	83.18
add 5% payment not received as of calculation date	275.00
deduct interest	(1,076.05)
Final amount for calculation	40,782.13
90%	36,703.92
Amount paid	37,350.00
Adjustment to next payment	(646.08)
700	
<u>PAYMENT IN 2013:</u>	
Revenue received for 2012	30,528.44
90%	27,475.60
Prior year adjustment	(646.08)
Amount to pay	26,829.52



City Council Regular 7.

Meeting Date: 03/19/2013

Subject: New Gambling Premise Permit for Coon Rapids Youth Hockey Association at Crazy Loon Saloon

From: Vincent Vu, Management

Analyst/Deputy Clerk

INTRODUCTION

The City received a Lawful Gambling Premises Permit application from Michelle Picknell, on behalf of the Coon Rapids Youth Hockey Association, for Crazy Loon Saloon. This would allow charitable gambling to be conducted on the premises. Council is asked to adopt a resolution for issuance of a Premises Permit for the Coon Rapids Youth Hockey Association to conduct pull tabs (paper and electronic), bar bingo, linked electronic bingo, tipboards, and paddlewheel at 133 Coon Rapids Blvd.

DISCUSSION

The Coon Rapids Youth Hockey Association has obtained a signed lease agreement with Crazy Loon Saloon to conduct charitable gambling at their location at 133 Coon Rapids Blvd. Although Crazy Loon Saloon is currently not open for business, City staff anticipate Crazy Loon Saloon to open soon.

The Coon Rapids Youth Hockey Association currently has two other sites at Broadway Pizza, 3420 129th Avenue NW, and Carbone's/CR Billiards, 8525 Cottonwood Street. By obtaining Crazy Loon Saloon, the Coon Rapids Youth Hockey Association would have their maximum of three gambling sites.

The Coon Rapids Youth Hockey Association is requesting approval of a gambling premise permit. State Charitable Gambling law requires premises permits for gambling activities be approved or denied by the City Council.

RECOMMENDATION

Council is requested to adopt Resolution 13-48 Concurring with Issuance of a Gambling Premises Permit for Coon Rapids Youth Hockey Association at Crazy Loon Saloon, 133 Coon Rapids Blvd.

Attachments

Resolution 13-48

RESOLUTION 13-48

RESOLUTION CONCURRING WITH ISSUANCE OF A GAMBLING PREMISES PERMIT FOR COON RAPIDS YOUTH HOCKEY ASSOCIATION AT CRAZY LOON SALOON, 133 COON RAPIDS BLVD

- WHEREAS, the Coon Rapids City Council has received an application for issuance of a Gambling Premises Permit from the Coon Rapids Youth Hockey Association at Crazy Loon Saloon, 133 Coon Rapids Blvd; and
- WHEREAS, Minnesota State Gambling Control Division requires the local governing body approve or deny the premises permit by adopting a resolution stating such facts; and
- **WHEREAS**, the resolution must be submitted to the Gambling Control Division and must be valid for a two-year license period; and
- **WHEREAS**, the Coon Rapids City Council has adopted City Code Section 5-2000 which states additional provisions that apply to the issuance of gambling licenses; and
- **WHEREAS,** the Coon Rapids Youth Hockey Association meets the criteria established within the City Code.
- **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Coon Rapids, Minnesota hereby concurs with the issuance of a Gambling Premises Permit for the Coon Rapids Youth Hockey Association at Crazy Loon Saloon, 133 Coon Rapids Blvd, Coon Rapids.

Adopted by the Coon Rapids City Council this 19th day of March, 2013.

Tim Howe, Mayor	
	Tim Howe, Mayor



City Council Regular 8.

Meeting Date: 03/19/2013

Subject: Open Mic Report - Brian Emmans, 2441 119th Avenue NW, Re: Possibility of noise wall along

soccer fields as part of future Highway 10 lane expansion

From: Tim Himmer, Public Works Director

INTRODUCTION

Mr. Emmans appeared at Open Mic on March 5th asking about the future expansion of Highway 10, and expressed concerns related to noise in the neighborhood near the soccer complex. He was curious about the timing for a potential expansion to 3 lanes, and wondered if noise walls would be considered in the design.

DISCUSSION

Staff contacted our MnDOT area representative inquiring about the future expansion of Highway 10. The addition of a third lane to Highway 10, west of Hanson Blvd, is not currently in the State Transportation Improvement Program (STIP), which identifies funding for planned improvement projects through fiscal year 2016. It is also currently not identified in the next 10 years of the State Highway Investment Plan (MNSHIP). Although it is not identified as a "pending project" in either plan, future policy changes and funding may allow for this project to be elevated in stature. The City will continue to monitor the situation and participate in any discussions that would expand Highway 10 through the City limits.

When the project does advance to planning and design the federal process must be followed. This includes an environmental study to evaluate existing and future noise levels through the corridor, and considers the benefits of noise wall construction with the project.

RECOMMENDATION

No further action is required at this time.

cc: Brian Emmans



City Council Regular 9.

Meeting Date: 03/19/2013

Subject: Hold Public Hearing/Assessment Hearing and Order Improvement - Residential Street

Reconstruction - Project 13-1

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City is proposing reconstruction of approximately 2.9 miles of residential streets in a neighborhood lying west of Crooked Lake Boulevard and north of 113th Avenue. Oakwood Drive between 9th Avenue and Eldorado Street is also included in the project area (see map). Council is requested to hold the required public hearing/assessment hearing, order the project, approve plans and specifications, and order advertisement for bids for the project.

DISCUSSION

Council ordered preparation of a feasibility report for the subject project on February 5, 2013, received the feasibility report on February 19, 2013, and scheduled the public hearing/assessment hearing for March 19, 2013. Legal notice for the public hearing/assessment hearing was published in the *Coon Rapids Herald* on March 1 and March 8, 2013. Mailed notice of the public hearing/assessment hearing was sent on March 1, 2013.

A neighborhood meeting was held at City Hall on February 28, 2013. Of the 12 residents in attendance at the meeting, there were no objections to the project. To date, staff has not received any objections (written or verbal) to the project.

Proposed improvements include removal and replacement of bituminous pavement, replacement of curb and gutter, driveway aprons and sidewalks as needed, repair or replacement of fire hydrants, valves, sanitary sewer structures and storm sewer structures, installation of pedestrian curb ramps as needed, and replacement of street signs. All curb and gutter in Kerry Street, 113th Lane, Ivywood Street and 114th Lane is proposed to be removed and replaced, improving ridability of the driveways.

Of the 255 properties proposed to be assessed for the project, 251 are single-family lots, 1 is an apartment building, 1 is the WCCO radio tower site, 1 is County property and 1 is City property. The apartment building was assessed \$8,651.50 for another street reconstruction project in 2005. The assessment rate for a single-family home is \$1620 and it would be levied over a 10 year period with an interest rate of 2.7%.

RECOMMENDATION

It is recommended the Council:

- a. Hold public hearing and assessment hearing.
- b. Adopt Resolution No. 13-1(6A) ordering improvement (requires a 4/5 majority vote by Council).
- c. Adopt Resolution No. 13-1(8) approving plans and specifications and ordering advertisement for bids.

BUDGET IMPACT:

Total estimated project cost is \$1,413,600. A total amount of \$454,064.37 would be assessed to benefitting properties. The balance of the project costs would be paid from various funds - \$639,036 from the Street Reconstruction Fund (797), \$97,100 from the Storm Water Utility Fund (640), and \$223,400 from the Water Maintenance Fund (601). The City's share of \$639,036 would result in an annual tax levy of approximately \$150,000 if bonds are sold and paid over a 5-year period beginning in 2014.

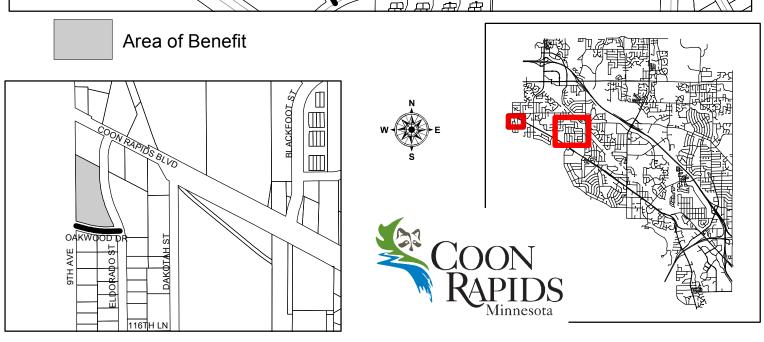
Attachments

13-1 Location Map Resolution No. 13-1(6A) Resolution No. 13-1(8)

Project 13-1 2013 Street Reconstruction Program

2013 Proposed Reconstruction





RESOLUTION NO. 13-1(6A)

(6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 19th day of February, 2013, fixed a date for a Council hearing on the proposed improvement of residential streets in the area west of Crooked Lake Boulevard and north of 113th Avenue, and Oakwood Drive between 9th Avenue and Eldorado Street by street reconstruction; and
- **WHEREAS**, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 19th day of March, 2013, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$1,413,600; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:
 - 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
 - 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 19th day of March, 2013.

Adopted this 19th day of March, 2013.

A TOTAL COTA	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		

RESOLUTION NO. 13-1(8)

(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

- **WHEREAS,** pursuant to a Resolution passed by the Council on the 5th day of February, 2012, the City Engineering Division has prepared plans and specifications for the improvement of residential streets in the area west of Crooked Lake Boulevard and north of 113th Avenue, and Oakwood Drive between 9th Avenue and Eldorado Street by street reconstruction and has presented such plans and specifications to the Council for approval; and
- **WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 25th day of April, 2013, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 7th day of May, 2013, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 19th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 10.

Meeting Date: 03/19/2013

Subject: Hold Public Hearing/Assessment Hearing and Order Project - Collector Street - Project 13-3

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City is proposing to reconstruct 113th Avenue between Hanson Boulevard and Robinson Drive in 2013. Council is requested to hold the public hearing/assessment hearing and then order the improvement.

DISCUSSION

This project includes reconstruction of 113th Avenue, a 0.5 mile collector street between Hanson Boulevard and Robinson Drive (see map).

Council ordered preparation of a feasibility report for the subject project on February 5, 2013, received the feasibility report on February 19, 2013, and scheduled a public hearing/assessment hearing to be held on March 19, 2013. Legal notice of the public hearing/assessment hearing was published in the *Coon Rapids Herald* on March 1 and 8, 2013. Mailed notice of the public hearing/assessment hearing was sent on March 1, 2013.

A neighborhood meeting was held on February 27, 2013. Of the 15 residents in attendance, there were no objections to the project. To date, staff has not received any objections (written or verbal) to the project.

Proposed improvements include removal and replacement of bituminous pavement, replacement of curb and gutter, driveway aprons and sidewalks as needed, repair or replacement of fire hydrants, valves, sanitary sewer structures and storm sewer structures, installation of pedestrian curb ramps as needed, and replacement of street signs.

A total of 61 benefiting properties are proposed to be assessed for this project including 16 townhomes, 40 condominiums, 2 apartments, 1 commercial, 1 school district facility, and 1 City property. The commercial property (\$7,945.30) and the two apartment properties (\$7,237.65 and \$4,163.25) were also assessed when Robinson Drive was reconstructed in 2004. Assessments for condominium units would be levied over a 3-year period with an interest rate of 1.6%. All other properties would have their assessments levied over a 10-year period with an interest rate of 2.7%.

Should Council order the project, it is staff's intent to combine the project with Woodcrest Drive (Project 13-2) into a single construction contract. Ordering advertisement for bids for 113th Avenue will be requested once the improvement has been ordered for Woodcrest Drive.

RECOMMENDATION

It is recommended that Council take the following action:

- a. Hold the public hearing/assessment hearing.
- b. Adopt Resolution No. 13-3(6A) ordering the project (requires a 4/5 vote).

Fiscal Impact

BUDGET IMPACT:

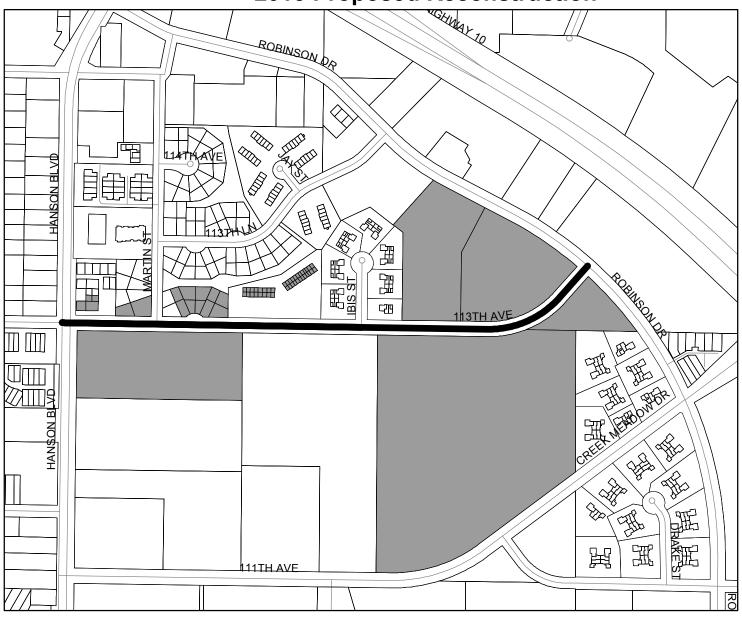
Total estimated cost of the project is \$651,500. A total amount of \$114,902.78 would be assessed to benefiting properties. The balance of the project costs would be paid from the City's State Aid Construction Fund (\$422,297) and the Water Maintenance Fund - Activity 601 (\$114,300).

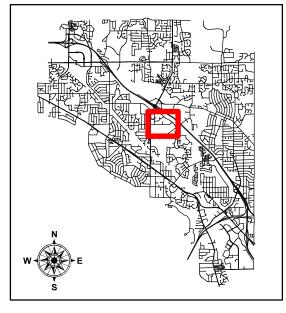
Attachments

13-3 Area of Benefit Resolution No. 13-3(6A)

Project 13-3 2013 Street Reconstruction Program

2013 Proposed Reconstruction









RESOLUTION NO. 13-3(6A)

(6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 19th day of February, 2013, fixed a date for a Council hearing on the proposed improvement of 113th Avenue between Hanson Boulevard and Robinson Drive by street reconstruction; and
- **WHEREAS,** ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 19th day of March, 2013, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$651,500; and
- **WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
- 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 19th day of March, 2013.

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		



City Council Regular 11.

Meeting Date: 03/19/2013

Subject: MISC. 2013 (1) APPEALED LEVIED ASSESSMENTS

Submitted For: Sharon Legg, Finance Director

From: Heidi Cederstrand, Assessment Clerk II

INTRODUCTION

The Board of Adjustment and Appeals recommendations for contested special assessments are referred to the City Council for adoption.

DISCUSSION

After the assessment hearing on miscellaneous assessments was held on February 19, 2013, property owners objecting to their assessments were referred to the Board of Adjustment and Appeals for review at their meeting on March 7. After the Board of Adjustment and Appeals heard objections, the following recommendations have been made (names in bold were in attendance, all others were not present):

Case #	Address/PIN#	Assessment(s)	Board of Adj. Recommendation
13-01V	Sally Jordan 2098 110th Lane NW 15-31-24-34-0089	Citation Fee-No Garbage Service-\$330.00 Citation Fee-No Garbage Service-\$630.00 Citation Fee-No Garbage Service-\$1,230.00 Citation Fee-No Garbage Service-\$2,430.00	Affirm All Assessments \$4,620.00
13-02V	Gail & Harry Van Court 11949 Crocus Street NW 09-31-24-42-0014	Citation Fee-Removal & Disposal-\$330.00 Removal & Disposal-\$276.00	Affirm All Assessments \$606.00
13-03V	Richard Smiley 2720 Northdale Blvd. 16-31-24-12-0058	Vacant Monitoring Fee-\$630.00	Affirm Assessment \$630.00
13-04V	Daniel & Yvonne Puchalla 2933 109th Avenue NW 21-31-24-21-0037	Citation Fee-Removal & Disposal-\$330.00 Removal & Disposal-\$370.50 Securing Vacant Property-\$256.00	Tabled for a month
13-05V	Ryan & Amanda Morgan 10441 Crocus Street NW 21-31-24-24-0069	Citation Fee-Expired Tabs-\$330.00 Citation Fee-Expired Tabs-\$330.00	Affirm All Assessments \$660.00
13-06V	Marvin Hanson 10841 Kumquat Street NW 24-31-24-21-0100	Citation Fee-Removal & Disposal/Tow-\$330.00 Citation Fee-Removal & Disposal-\$1,230.00 Removal & Disposal-\$963.50 Citation Fee-Removal & Disposal-\$330.00	Affirm All Assessments \$2,853.50

Please refer to previously received Board packets for appeal letters. The Board agenda for March 7 was sent to Council separately on February 28. Minutes of the Board meeting are attached. An assessment fee of \$30.00 has been included in the totals in the Resolutions.

RECOMMENDATION

The Board of Adjustment and Appeals recommends adoption of Resolutions 13-44 and 13-45 adopting 2013(1) Miscellaneous Special Assessments (contested miscellaneous assessments-one year and three year).

Attachments

<u>RS 13-44</u>

RS 13-45

Board of Adjustment and Appeals

RESOLUTION NO. 13-44

RESOLUTION ADOPTING 2013 (1) CONTESTED MISCELLANEOUS ASSESSMENTS (ONE YEAR)

WHEREAS, pursuant to property notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the nonpayment of invoices; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that

- 1. Such proposed assessment, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 2. Such assessment shall become payable in one annual installment, commencing with the first Monday in January 2014, and shall bear interest at the rate of 1.40% per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. The total amount of the one-year assessment is \$1,896.00.
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Director of the Anoka County Records and Taxation Division (but no later than November 14, 2013), pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued through the date of payment. However, such payment must be made no later than November 14, 2013 or interest will be charged through December 31 of the next succeeding year.
- 4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Coon Rapids City Council	this 19th day of March 2013.	
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

RESOLUTION NO. 13-45

RESOLUTION ADOPTING 2013 (1) CONTESTED MISCELLANEOUS ASSESSMENTS (THREE YEAR)

WHEREAS, pursuant to property notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the nonpayment of invoices; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that

- 1. Such proposed assessment, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 2. Such assessment shall become payable in one annual installment, commencing with the first Monday in January 2014, and shall bear interest at the rate of 1.60% per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. The total amount of the three-year assessment is \$7,473.50.
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Director of the Anoka County Records and Taxation Division (but no later than November 14, 2013), pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued through the date of payment. However, such payment must be made no later than November 14, 2013 or interest will be charged through December 31 of the next succeeding year.
- 4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Coon Rapids City Council	this 19th day of March 2013.	
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS MEETING MINUTES OF MARCH 7, 2013

The regular meeting of the Coon Rapids Board of Adjustment and Appeals was called to order by Chairman Wessling at 6:30 p.m. on Thursday, March 7, 2013, in the Council Chambers.

Members Present: Chairman Gary Wessling, Commissioners Jeanette Rosand, Teri

Spano-Madden, Trish Thorup and Aaron Vande Linde

Members Absent: None

Staff Present: Housing and Zoning Coordinator Cheryl Bennett, Assistant City Attorney

Melissa Westervelt and Neighborhood Coordinator Kristen DeGrande

CALL TO ORDER

Chairman Wessling called the meeting to order at 6:30 p.m.

APPROVAL OF THE MARCH 7, 2013, AGENDA

MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER ROSAND, TO APPROVE THE MARCH 7, 2013, AGENDA AS SUBMITTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE DECEMBER 6, 2012, MEETING MINUTES

Commissioner Rosand referred to the fourth paragraph on page two and stated the staff position titles do not match those listed on page one as being present at the meeting. She asked if it was necessary to list titles and if so, should they match those listed on page one.

Cheryl Bennett responded it was not necessary to list the staff positions again on page four but would ensure they matched.

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER VANDE LINDE, TO APPROVE THE DECEMBER 6, 2013, MEETING MINUTES AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

1. <u>CASE 13-01V - SALLY JORDAN - 110TH LANE NW - SPECIAL ASSESSMENT</u> OBJECTION

Chair Wessling reviewed the case noting the Board of Adjustments and Appeals was requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$4,500. He asked for staff comment.

Kristen DeGrande stated this item was for \$4,500, which was a combination of four administrative penalties for no garbage services.

Chair Wessling stated the homeowner had noted that she hauls her garbage out of the City, bringing it up north for disposal. He asked what brought this lack of garbage service to the attention of the

Board of Adjustment and Appeals Meeting Minutes March 7, 2013 Page 2

City. Ms. DeGrande responded this was brought to the attention of the City by a resident. She noted citations had been issued with no response from the property owner. She indicated staff also checked with the licensed garbage haulers and learned this homeowner did not have service at that time.

Chair Wessling asked if the homeowner could choose to dispose of their garbage in another method other than to hire a garbage hauler.

Ms. DeGrande responded that City Code Chapter 8, Section 8-204, requires all residential and commercial properties to have a contract for garbage collection. She indicated an application could be made an exemption, but this homeowner had not done that. She noted the homeowner had recently expressed interest in applying for an exemption but, in terms of the assessment, there had been no response to the citations.

Chair Wessling asked if the homeowner still did not have garbage disposal services. Ms. DeGrande responded staff had received a message this week from the homeowner stating that she would obtain garbage service. She said staff would follow up to ensure a contract for garbage service was obtained.

Chair Wessling asked if the homeowner was present and wanted to make a comment.

Sally Jordan, 2098 110th Avenue NW, stated she had obtained a divorce and that her children brought the garbage to her ex-husband's township where he was living. She stated the reason she had not responded to the City's notices was due to medical issues.

Chair Wessling noted this had gone on for some time. He noted the citation was well laid out and he did not understand why no response was forthcoming.

Ms. Jordan stated she had been working two jobs and when she was not working, she was in bed due to her medical condition. She noted she was not allowed to make personal calls at work and, therefore, could not call the City and give them a response.

Chair Wessling stated he could not see any reason to reduce this assessment or change the assessment. He suggested staff's recommendation be affirmed.

MOTION BY COMMISSIONER ROSAND, SECOND BY COMMISSIONER VANDE LINDE, TO RECOMMEND THE CITY COUNCIL AFFIRM THE \$4,500 SPECIAL ASSESSMENT IN ITS ENTIRETY.

THE MOTION PASSED UNANIMOUSLY.

2. <u>CASE 13-02(V) – GAIL AND HARRY VAN COURT – 11949 CROCUS STREET NW – SPECIAL ASSESSMENT OBJECTION</u>

Chair Wessling reviewed the cases noting the Board of Adjustment and Appeals was requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$546. Chair Wessling noted there had been more than one notice sent to the homeowner. He asked for staff comment.

Board of Adjustment and Appeals Meeting Minutes March 7, 2013 Page 3

Ms. De Grande stated there had been only one citation sent along with a follow up. She indicated the amount of \$546 was for an administrative citation for exterior storage and the related abatement costs. She stated this was a rental property. She noted the citation was mailed to both the property owner as well as to the tenant at the property. She indicated the property owner had submitted an objection to the assessment.

Chair Wessling asked if anyone was present to address the Board. No one appeared.

Chair Wessling stated it appeared the City made an effort to contact the property owner. He indicated it was unfortunate renters could cause homeowners these types of problems.

Commissioner Spano-Madden noted it was the property owner's responsibility to check on their renters.

Chair Wessling stated he saw no reason not to affirm this.

MOTION BY COMMISSIONER THORPE, SECOND BY COMMISSIONER ROSAND, TO RECOMMEND THE CITY COUNCIL AFFIRM THE \$546 SPECIAL ASSESSMENT IN ITS ENTIRETY.

THE MOTION PASSED UNANIMOUSLY.

3. <u>CASE 13-03(V) -RICHARD SMILEY-2720 NORTHDALE BLVD- SPECIAL</u> ASSESSMENT OBJECTION

Chair Wessling noted the Board of Adjustments and Appeals was requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$600. He requested staff comment/

Ms. DeGrande stated the amount of \$600 was for a vacant property monitoring fee. She noted the property was vacant and indicated staff had gone to the property two or more times and had spent a considerable amount of time on this matter. She indicated the property owner had filed an objection to the assessment. She noted that while the applicant had paid the assessment, he had also objected to the assessment. It is being brought forward due to that objection.

Chair Wessling asked if anyone was present to address the Board. No one appeared.

Commissioner Vande-Linde noted the homeowner had already paid this and if it is was not affirmed, it would cost the City money.

Chair Wessling stated he did not see any reason not to affirm this.

MOTION BY COMMISSIONER VANDE-LINDE, SECOND BY COMMISSIONER ROSAND, TO RECOMMEND THE CITY COUNCIL AFFIRM THE \$600 SPECIAL ASSESSMENT IN ITS ENTIRETY.

THE MOTION PASSED UNANIMOUSLY.

4. <u>CASE 13-04(V) –DANIEL AND TVONNE PUCHALLA–2933 109TH AVENUE NW–</u> SPECIAL ASSESSMENT OBJECTION

Chair Wessling noted the Board of Adjustments and Appeals was requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$866.50. He asked for staff comment.

Ms. DeGrande noted the amount of \$866.50 was for an administrative citation of \$300 for exterior storage, the related abatement cost of \$340.50, and the cost of securing a vacant property of \$226. She stated the property now had new property owners and that the sale closed after the assessment was placed on the property. She stated this pending assessment should have been caught by the title company prior to closing. She stated she had been in contact with the listing agent and the bank, but nothing had been resolved as of the date of this meeting. She indicated when the items were not removed, the City had to go out and abate the property. She noted the property also needed to be secured which was the additional fee. She stated the title company had plenty of time to find this assessment as it had been put on the property a month prior to the closing. She indicated that when she spoke with the bank and the Realtor, she had been told that they did not have an answer yet and it would be a couple more days.

Commissioner Rosand asked if this was a situation where a letter had been sent only to the bank or if the property was also posted. Ms. DeGrande responded nothing was posted on the property, but that the citation had been sent to the owner of record, which was the bank, as well as sent to the property address.

Commissioner Rosand noted that for a perspective buyer there was nothing posted that a City assessment was pending. Ms. DeGrande responded that it was the responsibility of the title company to find this information prior to the closing.

Chair Wessling stated the City did what needed to be done in a timely manner and with proper notification, which meant the assessment should stand. He indicated the property owners, however, did not need to pay this assessment at this time. He stated that as an assessment on the property, the bank has time to pay it.

Ms. DeGrande noted the assessment would be put on the property taxes, so it would not be immediately due.

Melissa Westervelt stated the homeowners could go to the bank for payment, but the homeowners would ultimately be responsible for the assessment.

Ms. Bennett indicated that while payment would not be due until the next year's taxes are due, and assessment fee would be charged and interest would begin accruing on the assessment upon approval by the City Council.

Chair Wessling asked if this could be tabled for a month to give the homeowners time to straighten this out. Ms. Bennett responded that was possible, but it would be heard again at the next assessment hearing and not next month.

Board of Adjustment and Appeals Meeting Minutes March 7, 2013 Page 5

Chair Wessling stated he wanted to be as fair as possible to these homeowners as they were not at fault, but he also understood that the City had put in a lot of time on this and needed to be paid. He asked the Board if they had any objection to tabling this.

It was the consensus of the Board to table this matter to the next assessment hearing meeting.

Chair Wessling acknowledged the property owners and asked if they wanted to comment. They had no comment.

MOTION BY COMMISSIONER ROSAND, SECOND BY COMMISSIONER THORUP, TO TABLE THIS MATTER UNTIL THE NEXT ASSESSMENT HEARING MEETING.

THE MOTION PASSED UNANIMOUSLY.

5. <u>CASE 13-05(V) -RYAN AND AMANDA MORGAN- 10441 CROCUS STREET NW - SPECIAL ASSESSMENT OBJECTION</u>

Chair Wessling noted the Board of Adjustments and Appeals was requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$600. He asked for staff comment.

Ms. DeGrande stated the amount of \$600 was for two administrative citations for expired license tabs. She noted the property owner had filed an objection to the assessment.

Chair Wessling asked if anyone was present to address the Board. No one appeared.

Commissioner Rosand stated she believed this was a reasonable assessment because the homeowners were not fully in compliance at the time of reinspection of the property.

Chair Wessling stated it appeared the homeowner knew about this, but did not finish.

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER ROSAND, TO RECOMMEND THE CITY COUNCIL AFFIRM THE \$600 SPECIAL ASSESSMENT IN ITS ENTIRETY.

THE MOTION PASSED UNANIMOUSLY.

6. CASE 13-06(V) -MARVIN HANSON- 10841KUMQUAT STREET NW- SPECIAL ASSESSMENT OBJECTION

Chari Wessling noted the Board of Adjustments and Appeals is requested to consider unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$2,733.50. He asked for staff comment.

Ms. DeGrande stated the amount of \$2,733.50 was for a combination of three administrative citations plus related abatement fees.

Board of Adjustment and Appeals Meeting Minutes March 7, 2013 Page 6

Chair Wessling asked if anyone was living in the house. Ms. DeGrande responded that nobody should be living at the property as the property had been listed as hazardous. She noted the owner of record had been deceased for many years, but the owner's sons had been living there.

Commissioner Rosand stated this property definitely needed some attention.

Commissioner Vande Linde stated it looked like there was work going on at the property. Ms. DeGrande noted people could be in the home working on it during the day, but nobody was to be staying there at night. She indicated this continued to be an active issue, and part of the problem was that the siblings are fighting over who owns the property.

Chair Wessling asked if anyone was present to address the Board. No one appeared.

MOTION BY COMMISSIONER ROSAND, SECOND BY COMMISSIONER THORP, TO RECOMMEND THE CITY COUNCIL AFFIRM THE \$2,733.50 SPECIAL ASSESSMENT IN ITS ENTIRETY.

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

7. 2012 ANNUAL REPORT OF THE BOARD OF ADJUSTMENT AND APPEALS

Chair Wessling asked the Commissioners had any corrections or questions on the annual report.

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER ROSAND, TO ACCEPT THE 2012 ANNUAL REPORT.

THE MOTION PASSED UNANIMOUSLY.

8. ESTABLISH THE JULY 2013 MEETING DATE

Ms. Bennett noted Board's meeting date is the first Thursday, which falls on July 4 this year. She suggested Board's July meeting be held instead on the second Thursday, which is July 11.

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER SPANO-MADDEN, TO CHANGE THE JULY MEETING DATE TO JULY 11, 2013.

THE MOTION PASSED UNANIMOUSLY.

9. ADJOURNMENT

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER ROSAND, TO ADJOURN THE MEETING AT 7:18 P.M. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted, Kathy Altman Board of Adjustment and Appeals Secretary



City Council Regular 12.

Meeting Date: 03/19/2013

Subject: Project 13-4, Blackfoot Street, Order Feasibility Report and Preparation of Plans

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Project 13-4 includes reconstruction of Blackfoot Street from 119th Avenue to Coon Rapids Boulevard. This 0.18 mile segment of roadway is part of the City's Municipal State Aid (MSA) system (see map). Council is requested to order a feasibility report and preparation of plans.

DISCUSSION

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since then, more than 76 miles of the City's 220 mile system have been reconstructed. This project would continue the program for 2013. Blackfoot Street in the project area is 32 years old. In addition to full replacement of the pavement and underlying gravel base, storm sewer, curb and gutter, sidewalk and driveway aprons would be replaced as needed. Street signs would also be replaced.

City staff is currently evaluating the need to replace fire hydrants and watermain valves in the project area. Boulevard tree trimming would be completed in advance of the street project.

Allina Hospitals has begun construction of a new medical building at the northwest corner of Coon Rapids Boulevard and Blackfoot Street. It is anticipated that building construction will proceed to the point that it would be feasible to reconstruct Blackfoot Street during the second half of the 2013 construction season. Doing so would allow heavy construction on the building site to be completed in advance of street reconstruction and for street reconstruction to be completed before building occupancy occurs in February 2014.

City policy calls for an assessment to be levied against properties that benefit from the proposed street improvements. Generally, properties to be assessed are those with a direct access to the street(s) being reconstructed. The goal of the policy is to assess 50% of the project cost. Actual project costs and the number of assessable properties will cause the assessable share to vary. For 2013, City staff is recommending a unit assessment rate of \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. This reflects a 2.8% increase over the 2012 rate to account for an increase in the Construction Cost Index.

Estimated project costs and assessment amounts will be presented to Council in the form of a feasibility report, prepared in accordance the Minnesota Statute 429.

Property owners were notified of the pending project in December 2012. An informational meeting will be held with the neighborhood prior to any public hearings ordered by Council.

RECOMMENDATION

It is recommended that Council adopt the following resolutions:

- a. Resolution No. 13-4(3), ordering preparation of a feasibility report.
- b. Resolution No. 13-4(6), ordering preparation of plans and specifications.

Fiscal Impact

BUDGET IMPACT:

The feasibility report will include an estimated project cost along with impacts to the Municipal State Aid Fund, General Fund, Utility Fund, and Storm Water Utility Fund. It will also identify the amount proposed for special assessments.

Attachments

13-4 Location Map

Resolution No. 13-4(3)

Resolution No. 13-4(6)



RESOLUTION NO. 13-4(3)

(3) RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORT ON IMPROVEMENT (NO PETITION OR INADEQUATE PETITION)

WHEREAS, it is proposed to improve Blackfoot Street from 119th Avenue to Coon Rapids Boulevard by street reconstruction and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Sections 429.011 to 429.111,

NOW THEREFORE BE IT RESOLVED BY THE CITY OF COON RAPIDS, MINNESOTA:

That the proposed improvement be referred to the City Engineering Division and the City Engineering Division is hereby instructed to prepare and submit to the Council a feasibility report indicating in a preliminary manner whether the proposed improvement is necessary, cost effective, and feasible, whether it should best be constructed as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted this 19th day of March, 2013.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

RESOLUTION NO. 13-4(6)

(6) RESOLUTION ORDERING PREPARATION OF PLANS

- **WHEREAS,** it is proposed to improve Blackfoot Street from 119th Avenue to Coon Rapids Boulevard by street reconstruction; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

Adopted this 19th day of March 2013

The City Engineering Division is hereby designated as the engineer for this improvement. The City Engineering Division shall prepare plans and specifications for the making of such improvement.

ridopted tills 19th day of Whiteli, 2015.	
	Tim Howe, Mayor
ATTEST:	
Catherine M. Sorensen, City Clerk	



City Council Regular 13.

Meeting Date: 03/19/2013

Subject: Project 12-29 - Order Feasibility Report for Reconstruction of the Intersection of Crooked Lake

Blvd and Northdale Blvd

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Project 12-29 includes reconstruction of the intersection of Crooked Lake Boulevard and Northdale Boulevard (see map). Council is requested to order a feasibility report for the project.

DISCUSSION

In 2013, Anoka County is planning to reconstruct the intersection of Crooked Lake Boulevard and Northdale Boulevard, add turn lanes at all four legs of the intersection, and replace the existing traffic signal. The County has jurisdiction over two legs of the intersection (Northdale Boulevard to the east and Crooked Lake Boulevard to the south) and the remaining two legs fall under City jurisdiction. A Joint Powers Agreement (JPA) authorizing the County to move forward with the project has been prepared and will be considered under a separate business item on the Council agenda.

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since then, more than 76 miles of the City's 220 mile system have been reconstructed. This project would continue the program for 2013. Within the project area, Northdale Boulevard was originally constructed in 1988 and Crooked Lake Boulevard was originally constructed in 1982. Northdale Boulevard between 124th Avenue and Crooked Lake Boulevard was reconstructed in 2012. That project was ended approximately 500 feet west of Crooked Lake Boulevard to accommodate the future roadway widening and turn lane additions anticipated with the County's project.

City staff is currently evaluating the need to replace fire hydrants and watermain valves in the project area. Boulevard tree trimming would be completed in advance of the street project.

City policy calls for an assessment to be levied against properties that benefit from the proposed street improvements. Generally, properties to be assessed are those with a direct access to the street(s) being reconstructed. The goal of the policy is to assess 50% of the project cost. Actual project costs and the number of assessable properties will cause the assessable share to vary. For 2013, City staff is recommending a unit assessment rate of \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. This reflects a 2.8% increase over the 2012 rate to account for an increase in the Construction Cost Index.

Estimated project costs and assessment amounts will be presented to Council in the form of a feasibility report, prepared in accordance the Minnesota Statute 429.

Property owners have been notified by Anoka County of the pending project and a neighborhood open house for several intersection projects, including this one, was conducted by Anoka County in January 2013.

RECOMMENDATION

It is recommended that Council adopt Resolution No. 12-29(3), ordering preparation of a feasibility report.

Fiscal Impact

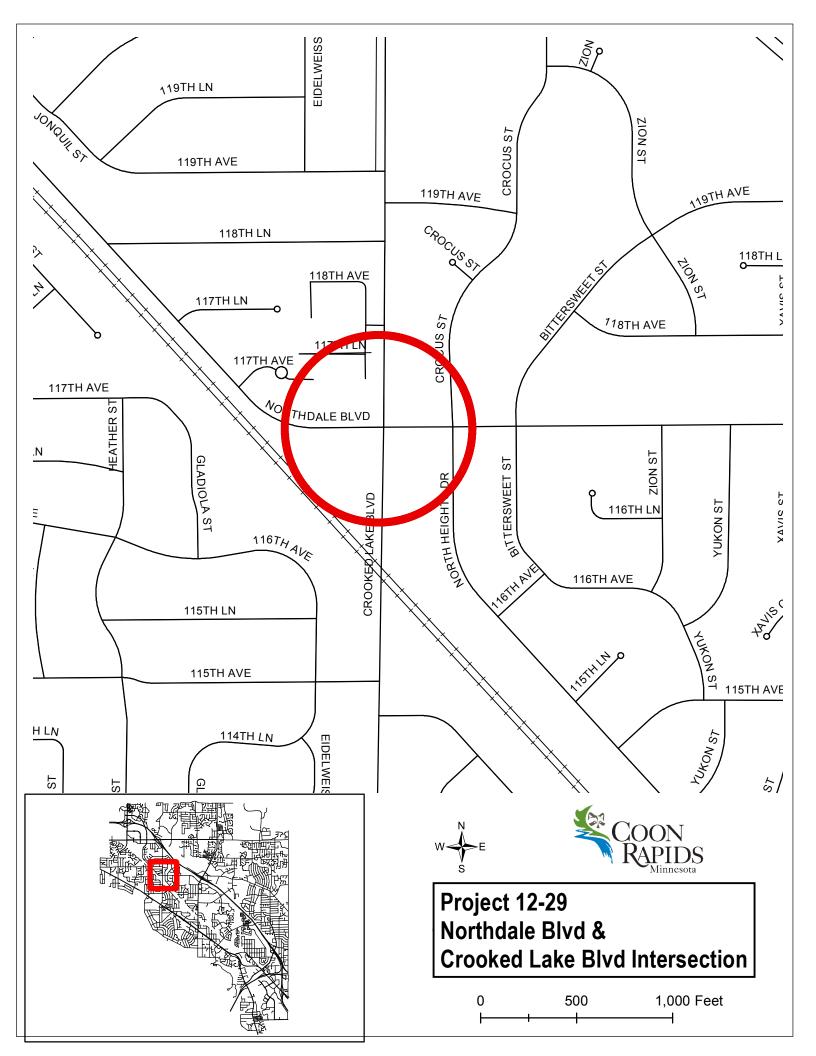
BUDGET IMPACT:

The feasibility report will include an estimated project cost along with impacts to the Municipal State Aid Fund and Utility Fund. It will also identify the amount proposed for special assessments.

Attachments

12-29 Location Map

Resolution No. 12-29(3)



RESOLUTION NO. 12-29(3)

(3) RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORT ON IMPROVEMENT (NO PETITION OR INADEQUATE PETITION)

WHEREAS, it is proposed to improve the intersection of Crooked Lake Boulevard and Northdale Boulevard by reconstruction of the intersection and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Sections 429.011 to 429.111,

NOW THEREFORE BE IT RESOLVED BY THE CITY OF COON RAPIDS, MINNESOTA:

That the proposed improvement be referred to the City Engineering Division and the City Engineering Division is hereby instructed to prepare and submit to the Council a feasibility report indicating in a preliminary manner whether the proposed improvement is necessary, cost effective, and feasible, whether it should best be constructed as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted this 19th day of March, 2013.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		



City Council Regular 14.

Meeting Date: 03/19/2013

Subject: 2013 Proposed Collector Street Reconstruction - Woodcrest Drive - Project 13-2

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of 1.1 miles of Woodcrest Drive, a collector street between Egret Boulevard and 99th Avenue. Staff has prepared a feasibility report for the proposed project. Council is requested to accept the feasibility report and to order a public improvement hearing and an assessment hearing for the project, with both hearings to be held on April 16, 2013.

DISCUSSION

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013. The street included in the scope of the report is as follows:

1. Woodcrest Drive between Egret Boulevard and 99th Avenue.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. There are 66 multi-family residential, 8 commercial, 1 institutional, 1 undeveloped parcel guided for multi-family residential, and 2 City properties along the project corridor.

The legal descriptions for the area of benefit are:

- Lots 1-28 of Block 1, Aspen Crest Addition
- Lots 1-28 and Lots 30-39 of Block 1, Aspen Crest 2nd Addition Amended
- Lot 1 of Block 3, Carla De Addition
- Lots 1-3 of Block 1, Pinecone Estates
- PIN 24-31-24-23-0021
- PIN 24-31-24-32-0008
- PIN 24-31-24-32-0010
- PIN 24-31-24-33-0053
- PIN 24-31-24-34-0009
- PIN 24-31-24-34-0011
- PIN 24-31-24-34-0013
- PIN 24-31-24-34-0014

Approximately 420 properties were notified of the pending project in December, 2012. A neighborhood meeting was held on March 12, 2013 at 6:30 p.m. in City Hall Council Chambers.

The total estimated project cost is \$1,452,000. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and it is cost-effective.

RECOMMENDATION

It is recommended that Council adopt the following resolutions:

- a. Resolution No. 13-2(4) accepting the feasibility report and ordering a public hearing to be held on April 16, 2013.
- b. Resolution No. 13-2(10) declaring cost to be assessed and ordering preparation of a proposed assessment roll.
- c. Resolution No. 13-2(11) setting the assessment hearing date for April 16, 2013.

Fiscal Impact

BUDGET IMPACT:

Total estimated cost of the proposed improvement is \$1,452,000, with a total amount assessed of \$295,320.54. The balance of the project cost would be recovered from various funds:

\$841,180 from the Municipal State Aid Fund (797)

\$1,000 from the Street Reconstruction Fund (797)

\$314,500 from the Water System Maintenance Fund (601)

Attachments

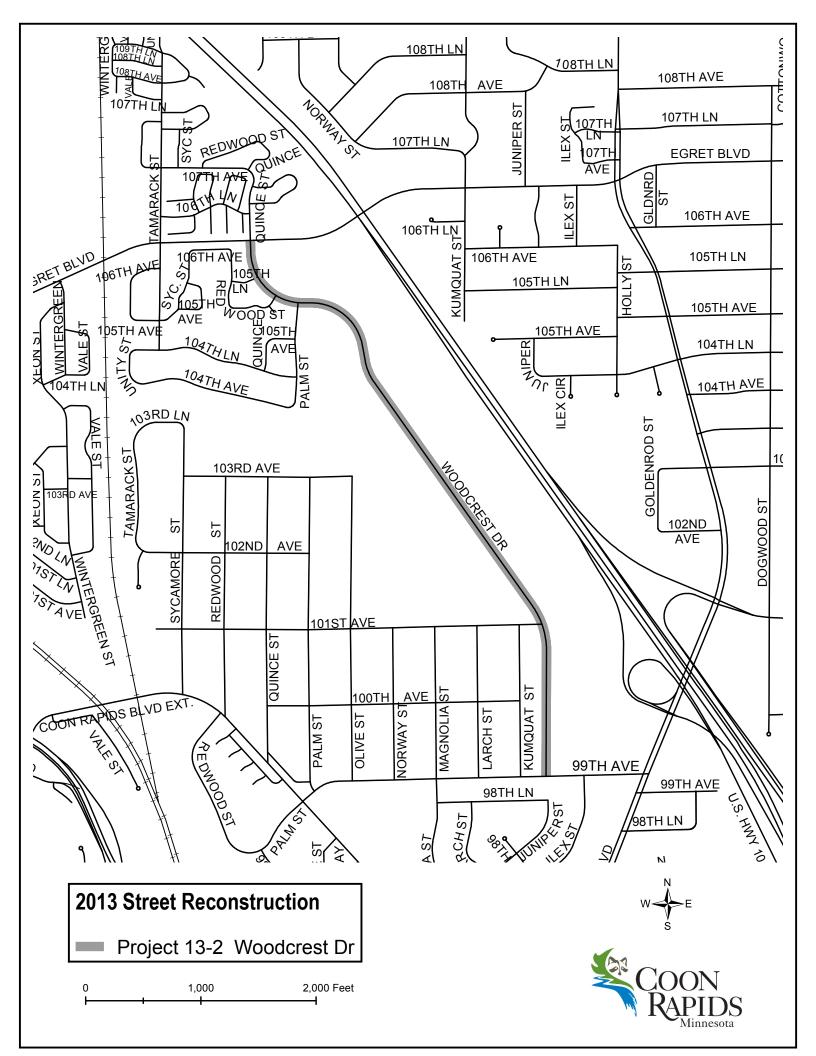
13-2 Location Map

13-2 Feasibility Report

Resolution No. 13-2(4)

Resolution No. 13-2(10)

Resolution No. 13-2(11)



Feasibility Report

PROJECT 13-2

Street Reconstruction

Woodcrest Drive Between Egret Boulevard and 99th Avenue (SAP 114-108-003)

March 19, 2013

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Robert Moberg, PE, City Engineer

License No. 23334

Date: 3/19/13



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In the fall of 2012, City staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 33 miles of City streets in poor condition. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on February 5, 2013. This feasibility report is for reconstruction of Woodcrest Drive, a 1.1 mile roadway between Hanson Boulevard and Robinson Drive.

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since that time, more than 76 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The street included in the scope of this report is as follows:

1. Woodcrest Drive between Egret Boulevard and 99th Avenue.

The project corridor consists primarily of commercial property, along with one townhome complex, a church, and City property. This project directly impacts 66 townhomes, 9 commercial properties, a church, one undeveloped parcel guided for multi-family residential use, and two City parks (Woodcrest and Wintercrest).

Woodcrest Drive was originally constructed in stages between 1982 and 1987, so it is 26 to 31 years old. Because of its age and the volume of traffic it carries (3000 – 6000 vehicles per day), the street has experienced excessive fatigue cracking and is to the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter has cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

Storm sewer facilities are adequate in the corridor, although there are some pipe segments that are badly cracked and in need of replacement. Sanitary sewer is generally in good condition. Watermain was installed with the street construction in 1982 and 1987. Fire hydrants will be evaluated for replacement throughout the corridor, due to the presence of high groundwater levels and the amount of corrosion that has taken place below the groundwater elevation. In addition, there are several watermain valves in need of some corrective action, such as replacement of the valves or bolts.

PROPOSED IMPROVEMENTS

Woodcrest Drive is proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, recompacting reclaimed material, disposing of excess reclaimed material, and resurfacing the street with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition,

removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. Segments of damaged sidewalk and driveway aprons will be replaced as needed and pedestrian ramps will be installed or upgraded at curb returns with existing sidewalk (as needed) to comply with American with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the street is repaved.

Fire hydrants will be repaired or replaced with new hydrants. Watermain valves and valve boxes will be repaired, replaced, or adjusted as needed prior to final paving.

Boulevard trees were trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

MAINTENANCE IMPACT

Woodcrest Drive has deteriorated extensively and would require increased maintenance if it is not repaved soon. Seal coating is no longer effective for this street, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain a street surface that is as badly cracked as exists on this street.

Once the street is reconstructed, crack sealing and seal coating should be performed in 6 to 10 years to preserve the new bituminous pavement. With periodic maintenance, the street surfacing should not require replacement for at least 30 years.

New watermain valve boxes or fitting bolts, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the project is \$1,452,000.

The City Public Works Department has requested that fire hydrants be replaced with new fire hydrants as a part of every street reconstruction project and that watermain valves be repaired or replaced as needed. The estimated cost to replace fire hydrants and to repair or replace watermain valves is \$314,500. Tree trimming costs are approximately \$1000 and will be paid from Street Reconstruction funds.

The City would finance the project until Municipal State Aid (MSA) funding is received and would also assess a portion of the cost to the adjacent benefiting properties. Project costs that are not MSA-eligible would be financed by a combination of Street Reconstruction (797) and Water System Maintenance (601) funds.

Project funding is summarized below:

Municipal State Aid Fund (MSA)	\$ 841,180
Street Reconstruction Fund	\$ 1,000
Water System Maintenance Fund	\$ 314,500
Proposed Assessments	\$ 295,320
-	

Total Estimated Project Cost \$1,452,000

PROJECT TIMETABLE

The estimated schedule for this project is outlined below:

March 12, 2013	Staff conducts neighborhood meeting for residents
March 19, 2013	Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
April 16, 2013	Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 21, 2013	Council adopts the assessments and awards contract for construction
June – Sept. 2013	Project Construction

Note— Assessments are proposed to be adopted by Council on May 21 rather than on April 16 when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council's intent to proceed with project construction and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2013 have been increased by 2.8% from the 2012 rates, reflecting an increase in the CCI.

The rates to be used for 2013 are as follows--

Single-family lot \$1,620 per lot (CCI factor results in increase of \$45 from 2012)

Residential (higher density \$20.24 per front-foot or average width

including duplex units)

Office and Commercial \$40.48 per front foot or average width (double residential

rate per policy)

Assessments less than \$500 would be spread over a 3-year period with an interest rate of 1.6% and the first installment would be due in 2014. Assessments of \$500 or more would be spread over a 10-year period with an interest rate of 2.7% and the first installment would be due in 2014. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for a 10-year period.

A copy of the proposed assessment roll is available in the City Engineer's office, as well as in the City Clerk's office.

PROJECT FEASIBILITY

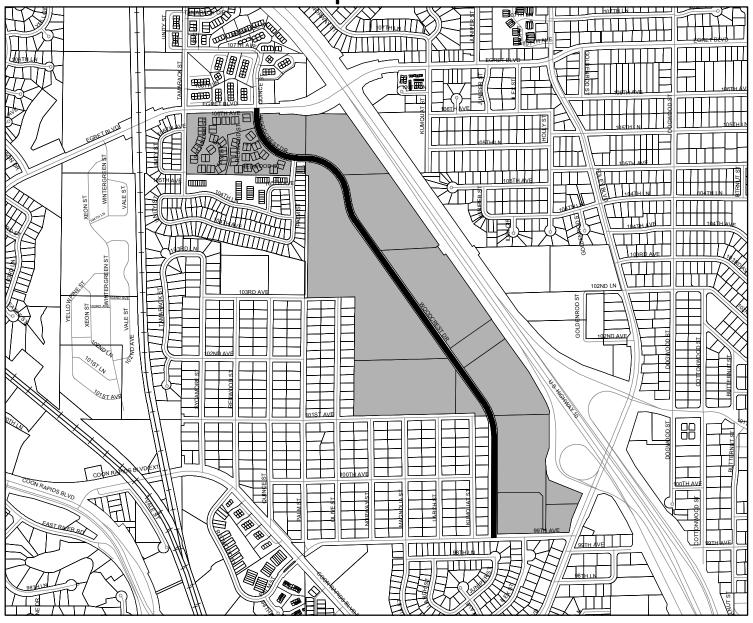
The proposed project is necessary for the City to keep the street in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2008 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "benefit" to the properties is in the range of \$2,000 to \$5,000. The proposed rate of \$1,620 does not exceed this "benefit" amount. Therefore, the project is also economically feasible.

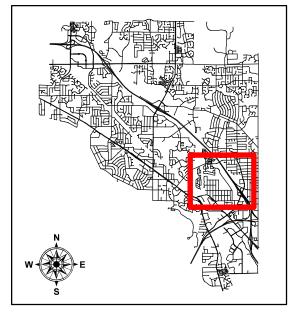
CONCLUSIONS AND RECOMMENDATION

As part of its 2013 Street Reconstruction Program, the City is proposing to reconstruct 1.1 mile of Woodcrest Drive (a collector street) with this project. A majority of the project cost would be paid by the City's Municipal State Aid fund and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 1997. Property owners were notified of the project and of the proposed assessment rates by letter in December 2012. An informational meeting was held on March 12, 2013 and staff heard concerns, listened to suggestions, and answered questions, etc. that business owners and residents had regarding the project. Council will be requested to schedule both the public hearing and assessment hearing for April 16, 2013.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

Project 13-2 2013 Street Reconstruction Program 2013 Proposed Reconstruction









RESOLUTION NO. 13-2(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

- **WHEREAS,** pursuant to resolution of the Council adopted on the 5th day of February, 2013, a report has been prepared by the City Engineering Division with reference to the improvement of Woodcrest Drive between Egret Boulevard and 99th Avenue by street reconstruction, and this report was received by the Council on the 19th day of March, 2013; and
- **WHEREAS,** the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$1,452,000.
- 2. A public hearing shall be held on such proposed improvement on the 16th day of April, 2013 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		

RESOLUTION NO. 13-2(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

- WHEREAS, a contract is proposed to be let for the improvement of Woodcrest Drive between Egret Boulevard and 99th Avenue by street reconstruction and the contract price for such improvement is estimated to be \$1,320,000 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$132,000, so that the total cost of the improvement is estimated to be \$1,452,000 and of this cost the City will pay \$1,156,679.46 as its share of the cost; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$295,320.54.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
- 3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 19th day of March, 20	13.
ATTEST:	Tim Howe, Mayor

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 13-2(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

- **WHEREAS,** per a Resolution passed by the Council on the 5th day of February, 2013, the City Clerk was directed to prepare a proposed assessment of the cost of improving Woodcrest Drive between Egret Boulevard and 99th Avenue by street reconstruction; and
- **WHEREAS,** the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. A hearing shall be held on the 16th day of April, 2013, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
- 2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

	Tim Howe, Mayor
ITEST:	

Adopted this 19th day of March, 2013.



City Council Regular 15.

Meeting Date: 03/19/2013

Subject: Proposed Residential Street Reconstruction - Project 13-9

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of 2.05 miles of residential streets in an area generally lying west of Robinson Drive and south of 108h Lane. The project area also includes Vale Street west of East River Road as well as 88th Avenue between Mississippi Boulevard and 88th Lane. Staff has prepared a feasibility report for the proposed project. Council is requested to accept the feasibility report and to order a public improvement hearing and an assessment hearing for the project, with both hearings to be held on April 16, 2013.

DISCUSSION

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013. Streets included in the scope of the report are as follows:

- 1. Hummingbird Street between 106th Avenue and 108th Lane.
- 2. Grouse Street between 106th Avenue and 106th Lane and between 107th Avenue and 108th Lane.
- 3. Grouse Circle from 106th Avenue to its south terminus.
- 4. Flamingo Street between 106th Avenue and 106th Lane.
- 5. Drake Street between 106th Avenue and 107th Avenue.
- 6. 106th Avenue between Hummingbird Street and Drake Street.
- 7. 106th Lane between Hummingbird Street and Flamingo Street.
- 8. 107th Avenue between Hummingbird Street and Drake Street.
- 9. 108th Lane between Hummingbird Street and Epiphany Creek west of Eagle Street.
- 10. Vale Street between its northerly and westerly termini west of Unity Street.
- 11. 88th Avenue between Mississippi Boulevard and 88th Lane.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. There are 127 single-family residential properties and 127 multi-family residential properties in the project area.

The legal descriptions for the area of benefit are:

• Lots 1-9 of Block 1, Lots 1-21 of Block 2, Lots 1-19 of Block 3, Lots 1-2 of Block 4, Lots 1-6 of Block 5, Suncrest Estates Second Addition

- Lots 1-7 of Block 1, Lots 1-6 of Block 2, Lots 1-7 of Block 3, Lots 1-6 of Block 4, Lots 1-7 of Block 5, Lots
 1-6 of Block 6, Lots 1-36 of Block 7, Lots 1-20 of Block 8, Lots 1-10 of Block 9, and Lots 1-4 and Lots 9-20 of Block 10, Shamrock Ponds
- Lots 1-4 of Block 1, Shamrock Ponds Replat
- Lots 1-4 of Block 1, Replat of Lots 5-8, Block 10, Shamrock Ponds
- Lots 1-7 of Block 1 and Lots 1-4 of Block 2, Shamrock Ponds 2nd Addition
- Lots 1-12 and Lot 12A of Block 1, Lots 1-2 of Block 2, Lots 1-7 of Block 4, Lots 1-6 and Lots 1A-6A of Block 5, Shamrock Woods
- Lot 1 and Lots 4-9 of Block 1 and Lots 1-2 of Block 3, The Hollows
- Tracts A and B of Registered Land Survey No. 194, Anoka County
- Lots 2-8 of Block 1, and Lots 8-13 of Block 3, Pleasure Creek Coleman Acres Plat 2
- PIN 35-31-24-41-0016
- PIN 35-31-24-41-0071
- PIN 35-31-24-42-0030

Approximately 380 properties were notified of the pending project in December, 2012. A neighborhood meeting was held on March 14, 2013 at 5:30 p.m. in City Hall Council Chambers.

The total estimated project cost is \$1,271,800. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and it is cost-effective.

RECOMMENDATION

It is recommended that Council adopt the following resolutions:

- a. Resolution No. 13-9(4) accepting the feasibility report and ordering a public hearing to be held on April 16, 2013.
- b. Resolution No. 13-9(10) declaring cost to be assessed and ordering preparation of a proposed assessment roll.
- c. Resolution No. 13-9(11) setting the assessment hearing date for April 16, 2013.

Fiscal Impact

BUDGET IMPACT:

Total estimated cost of the proposed improvement is \$1,271,800, with a total amount assessed of \$298,727.40. The balance of the project cost would be recovered from various funds:

\$505,973 from the Street Reconstruction Fund (797)

\$70,100 from the Storm Water Utility Fund (640)

\$397,000 from the Water System Maintenance Fund (601)

Attachments

Location Map

13-9 Feasibility Report

Resolution No. 13-9(4)

Resolution No. 13-9(10)

Resolution No. 13-9(11)



Feasibility Report

PROJECT 13-9

Street Reconstruction

Area West of Robinson Drive and South of 108th Lane plus Vale Street west of East River Road plus 88th Avenue east of Mississippi Boulevard

March 19, 2013

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Robert Moberg, PE, City Engineer

License No. 23334

Date: 3/19/13



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In the fall of 2012, City staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 33 miles of City streets in poor condition. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on February 5, 2013. This feasibility report is for reconstruction of residential streets in an area lying west of Robinson Drive and south of 108th Lane and it also includes Vale Street west of East River Road and 88th Avenue east of Mississippi Boulevard. This project area would include reconstruction of 2.05 miles of residential streets.

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since that time, more than 76 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

Streets included in the scope of this report are as follows:

- 1. Hummingbird Street between 106th Avenue and 108th Lane.
- 2. Grouse Street between 106th Avenue and 106th Lane and between 107th Avenue and 108th Lane.
- 3. Grouse Circle from 106th Avenue to its south terminus.
- 4. Flamingo Street between 106th Avenue and 106th Lane.
- 5. Drake Street between 106th Avenue and 107th Avenue.
- 6. 106th Avenue between Hummingbird Street and Drake Street.
- 7. 106th Lane between Hummingbird Street and Flamingo Street.
- 8. 107th Avenue between Hummingbird Street and Drake Street.
- 9. 108th Lane between Hummingbird Street and Epiphany Creek west of Eagle Street.
- 10. Vale Street between its northerly and westerly termini west of Unity Street.
- 11. 88th Avenue between Mississippi Boulevard and 88th Lane.

The project area is comprised almost equally of single-family and multi-family residential development.

Residential streets in the area west of Robinson Drive that are proposed for reconstruction were originally constructed in 1980, except for a short section of Drake Street / 107th Avenue which was built in 1989. Because of their age, these streets have experienced excessive fatigue cracking and are to the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter has cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

88th Avenue was originally constructed in 1971 and two sections of the street (comprising just over 50% of the length of the 1300-ft long street) were reconstructed in 1996. In addition, part of the street (approximately 300 feet) was rebuilt with a sanitary sewer lift station rehabilitation project in 2012. The middle section has not been reconstructed since 1971 and is in poor condition.

Vale Street was originally constructed in 1994. While the street is less than 20 years old, the pavement has settled and is in poor condition and there are a number of sections of cracked and broken curb, indicating that poor subgrade soils have caused premature failure of the roadway section.

Storm sewer is adequate in some portions of the project area and minimal in others. All sanitary sewer is PVC pipe and in good condition. Watermain in the project area is generally in good condition but there have been some repairs made to the system in the area west of Robinson Drive and in 88th Avenue the past few years. Some fire hydrants are considered to be obsolete and require replacement and there are a number of watermain valves in need of some corrective action.

PROPOSED IMPROVEMENTS

Streets in the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, recompacting reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas (i.e., Vale Street) where subgrade corrections are needed, due to the presence of soft or unsuitable soils. For the 300-ft section of 88th Avenue that was rebuilt in 2012, a 2-inch bituminous mill and overlay is planned, resulting in a new pavement surface over the entire length of street. In addition, removal and replacement of existing concrete curb and gutter, sidewalk and driveway aprons in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. Pedestrian ramps will be installed at curb returns with existing sidewalk (as needed) to comply with American with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the street is repaved. Extension of storm sewer pipe will be considered during project design and construction, as existing conditions allow.

Obsolete fire hydrants will be replaced with new hydrants. Watermain valves and valve boxes will be repaired, replaced, or adjusted as needed prior to final paving.

Boulevard trees were trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, crack sealing and seal coating should be performed in 6 to 10 years to preserve the new bituminous pavement. With periodic maintenance, the street surfacing should not require replacement for at least 30 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the street reconstruction project is \$1,271,800.

The City Public Works Department has requested that obsolete fire hydrants be replaced with new fire hydrants as a part of every street reconstruction project and that watermain valves be repaired or replaced as needed. The estimated cost to replace fire hydrants and to repair or replace watermain valves is \$397,000. Tree trimming costs are approximately \$2,000 and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$70,100.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination of Street Reconstruction (797), Storm Water Utility (640), and Water System Maintenance (601) funds. Project funding is summarized below:

Street Reconstruction Fund	\$505,973
Storm Water Utility Fund	\$70,100
Water System Maintenance Fund	\$397,000
Proposed Amount to be Assessed	<u>\$298,727</u>
Total Estimated Project Cost	\$1,271,800

The City share of approximately \$506,000 that is for street work would result in an annual tax levy of approximately \$125,000 if bonds are sold and paid for over a 5-year period beginning in 2014. The assessed share of the total project cost is approximately 23% for this project, due to the number and orientation of properties that can be assessed within the project limits, as well as the amount of non-assessable watermain work anticipated.

PROJECT TIMETABLE

March 14, 2013	Staff conducts neighborhood meeting for residents
March 19, 2013	Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
April 16, 2013	Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 21, 2013	Council adopts the assessments and awards contract for construction
June – Sept. 2013	Project Construction

Note— Assessments are proposed to be adopted by Council on May 21st rather than on April 16th when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council's intent to proceed with project construction and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2013 have been increased by 2.8% from the 2012 rates, reflecting an increase in the CCI.

The rates to be used for 2013 are as follows--

Single-family lot \$1,620 per lot (CCI factor results in increase of \$45 from

2012)

Residential (higher density \$20.24 per front-foot or average width

including duplex units)

Office and Commercial \$40.48 per front foot or average width (double residential

rate per policy)

Assessments over \$1000 would be spread over a 10-year period with an interest rate of 2.7% and the first installment would be due in 2014. Assessments between \$500 and \$1000 would be spread over a 5-year period with an interest rate of 1.95% and the first installment would be due in 2014. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the City Engineer's office, as well as in the City Clerk's office.

PROJECT FEASIBILITY

The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2008 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "benefit' to the properties is in the range of \$2,000 to \$5,000. The proposed rate of \$1,620 does not exceed this "benefit" amount. Therefore, the project is also economically feasible.

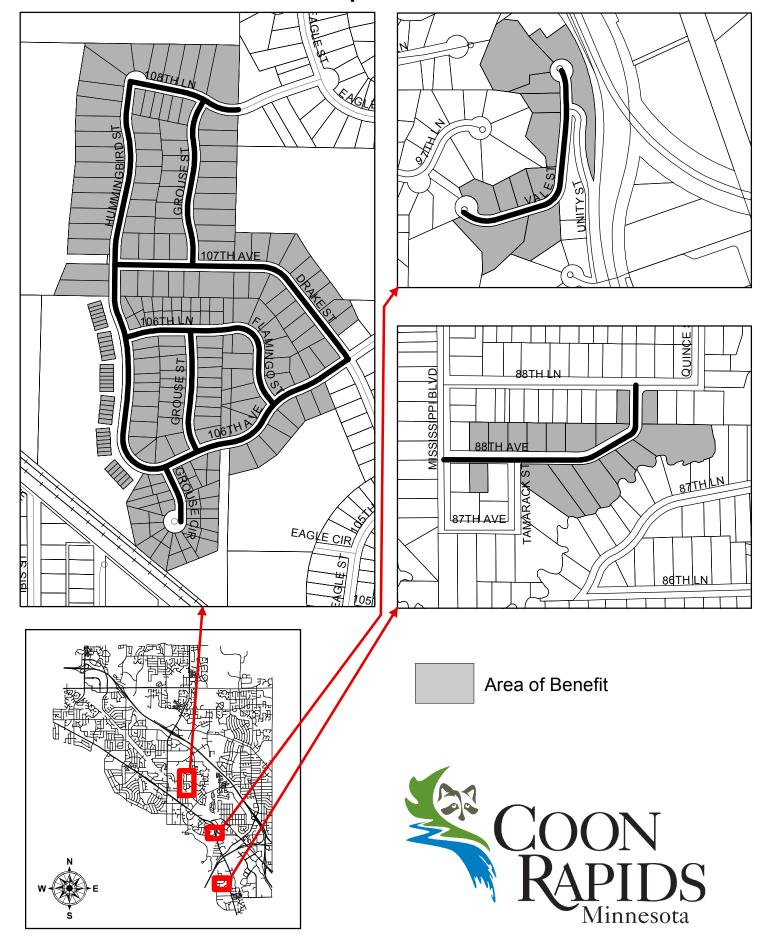
CONCLUSIONS AND RECOMMENDATION

As part of its 2013 Street Reconstruction Program, the City is proposing to reconstruct 2.05 miles of residential streets with this project. A majority of the project cost would be paid by the City and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 1997. Property owners were notified of the project and of the proposed assessment rates by letter in December 2012. An informational meeting was held on March 14, 2013 and staff will hear concerns, listen to suggestions, and answer questions, etc. that residents may have regarding the project. Council will be requested to schedule both the public hearing and assessment hearing for April 16, 2013.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report

Project 13-9 2013 Street Reconstruction Program

2013 Proposed Reconstruction



RESOLUTION NO. 13-9(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted on the 5th day of February, 2013, a report has been prepared by the City Engineering Division with reference to the improvement of residential streets in the area west of Robinson Drive and south of 108th Lane, Vale Street west of East River Road, and 88th Avenue east of Mississippi Boulevard, and this report was received by the Council on the 19th day of March, 2013; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$1,271,800.
- 2. A public hearing shall be held on such proposed improvement on the 16th day of April, 2013 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		

RESOLUTION NO. 13-9(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

- WHEREAS, a contract is proposed to be let for the improvement of residential streets in the area west of Robinson Drive and south of 108th Lane, Vale Street west of East River Road, and 88th Avenue east of Mississippi Boulevard by street reconstruction and the contract price for such improvement is estimated to be \$1,156,200 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$115,600, so that the total cost of the improvement is estimated to be \$1,271,800 and of this cost the City will pay \$973,072.60 as its share of the cost; and
- **WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$298,727.40.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
- 3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 19th day of March, 2013.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

RESOLUTION NO. 13-9(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

- WHEREAS, per a Resolution passed by the Council on the 5th day of February, 2013, the City Clerk was directed to prepare a proposed assessment of the cost of improving residential streets located the area west of Robinson Drive and south of 108th Lane, Vale Street west of East River Road, and 88th Avenue east of Mississippi Boulevard by street reconstruction; and
- **WHEREAS,** the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. A hearing shall be held on the 16th day of April, 2013, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
- 2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

-	

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		



City Council Regular 16.

Meeting Date: 03/19/2013

Subject: Cons. Approval of Joint Powers Agreements with Anoka County for the Reconstruction of

University Ave.

From: Tim Himmer, Public Works Director

INTRODUCTION

The City Council is being asked to approve the Joint Powers Agreement (JPA) with Anoka County for the reconstruction of University Avenue, between Main Street and Northdale Boulevard, scheduled for 2014. City and County staff attended the January 8, 2013 work session with the Council to discuss a draft agreement for this high visibility traffic improvement project. The attached final agreement includes updates as discussed with the Council, the most recent design that will serve as the basis for land acquisition and final construction documents, and an updated project budget with estimated City participation costs.

DISCUSSION

The project is being proposed to increase safety along the corridor, improve roadway conditions in the short term, and prepare for future roadway capacity concerns. It includes significant funding through federal aid; with the local portion being shared by the Cities of Coon Rapids and Blaine, and Anoka County. The proposed improvements associated with this project include reconstruction of University Avenue to a 4-lane roadway section, raised concrete medians, access control, dedicated turn lanes, concrete curb & gutter, drainage enhancements, sidewalk & trail construction, bridge reconstruction over Sand Creek, noise wall installation, signal system improvements, and other utility improvements (as necessary).

Additional items for the Council to discuss (and provide direction on) include coordination with the City of Blaine on the following potential design enhancements:

- Colored concrete medians: The total cost for this option has been estimated at \$176,000 (\$88,000 each). The City of Blaine will be considering a similar JPA at their Council meeting later this week, and staff will provide an update to the Council on their discussion at a later date (prior to finalization of construction documents). It should be noted that during a previous work session discussion in Blaine it was mentioned that the existing University Avenue corridor does not include any specialty treatments in this area, and (to maintain consistency) was not being considered at that time.
- <u>Noise walls aesthetics</u>: This would include postcaps and pine tree details, consistent with similar County projects recently constructed in Blaine. The City of Coon Rapids cost for this option has been estimated at \$7.500.
- <u>Streetlighting throughout the corridor</u>: A lighting proposal was received from Connexus Energy, which leads to a few policy questions: should there be additional lighting along the corridor (more than the standard intersection lighting), and should LED be considered (as opposed to the existing high pressure sodium fixtures)? The attached proposal reflects a staggered approach for lighting the corridor, as opposed to looking only at the intersections and treating the cities of Blaine and Coon Rapids separately. This proposal includes two options: option 1 is a more pedestrian oriented design and basically doubles the amount of lights that would be installed under a standard intersections only design (option 2).

RECOMMENDATION

Staff is recommending that the City Council approve the JPA with Anoka County for the reconstruction of University Avenue, from Main Street to Northdale Boulevard.

It is further recommended that Council authorize staff to sign the final construction drawings upon completion and prior to bidding.

Staff is also looking for direction from the Council on whether they desire additional enhanced treatments for median design, noise walls, and streetlighting.

Fiscal Impact

BUDGET IMPACT:

The cost of the proposed improvements have been estimated at \$10.7M; \$6.4M coming from eligible federal funds, \$3.6M from Anoka County, \$425K from Blaine, and \$315K from Coon Rapids (from our State Aid fund). The estimated cost that the City is responsible for has increased by \$40,000 since the Council reviewed the JPA in work session; this is primarily due to the addition of another signalized intersection at 113th Avenue. Project costs and funding distributions will be updated after bidding and construction, and will reflect actually project costs.

Attachments

JPA Exhibit A - Project Layout
JPA Exhibit B - Extimated Costs
Streetlight Proposal

JOINT POWERS AGREEMENT

FOR THE RECONSTRUCTION OF COUNTY STATE AID HIGHWAY 51
(UNIVERSITY AVENUE NE) BETWEEN 335 FEET NORTH OF COUNTY STATE AID
HIGHWAY 12 (NORTHDALE BLVD. NW/109TH AVE. NE) TO 290 FEET SOUTH OF
COUNTY STATE AID HIGHWAY 14 (MAIN ST. NW/125th AVE. NE)
IN THE CITIES OF COON RAPIDS, MN AND BLAINE, MN
(SP 002-651-007, SAP 114-020-046, CP 11-24)

THIS AGREEMENT is made and entered into this _ day of ________, 2013 by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to reconstruct County State Aid Highway (CSAH) 51 (University Avenue NE) from 335 feet north of County State Aid Highway (CSAH) 12 (109th Avenue NE) to 290 feet south of County State Aid Highway (CSAH) 14 (125th Ave NE/Main St. NW) and,

WHEREAS, said parties mutually agree that CSAH 51 between 335 feet north of CSAH 12 and 290 feet south of CSAH 14 is in need of reconstruction; and,

WHEREAS, the County has prepared preliminary design plans for the reconstruction of CSAH 51 between 335 feet north of CSAH 12 and 290 feet south of CSAH 14 in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 51 between 335 feet north of CSAH 12 and 290 feet south of CSAH 14 and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing the roadway, drainage, bridge, box culvert, noise walls, trail, and traffic control systems (at the intersections of 111th Lane NW, 113th Avenue NE,117th Avenue NW and 121st Avenue NW) as well as other utilities on CSAH 51 between 335 feet north of CSAH 12 and 290 feet south of CSAH 14 as described in the preliminary design plans. The County project number for the reconstruction is SP 002-651-007 the City project number is SAP

114-020-046. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of County State Aid Project No. 002-651-007 from CSAH 12 (Northdale Blvd. NW/109th Avenue NE to CSAH 14 (Main Street NW/125th Avenue NE) is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit "A" Layout dated March 6, 2013 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit "A" Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

II. METHOD

The County shall cause the construction of Anoka County Project SP 002-651-007, City project number S.A.P. 114-020-046, in conformance with proposed engineering plans and specifications.

IMPROVEMENTS

It is agreed by the parties that in 2014 CSAH 51 will be reconstructed to a 4-lane section. The roadway will have a concrete median to the extent shown in "Exhibit A". Improvements include but are not limited to: traffic signal construction at 111th Lane NW, 113th Avenue NE (pending State Aid approval),117th Avenue NW and 121st Avenue NW, traffic signal modification at Northdale Boulevard, right and left turn lanes, thru lanes, shoulders, curb & gutter, storm sewer, bridge, box culvert, noise walls, retaining walls, sidewalk and bituminous trail. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County, the City of Coon Rapids and the City of Blaine.

INTERSECTIONS:

As agreed by the parties, improvements to the following intersections have been incorporated in the Exhibit "A" Layout design:

University Avenue / Northdale Boulevard: Full Access Intersection with traffic signal modifications

University Avenue / 111th Lane NE: Full Access Intersection with traffic signal

University Avenue / 113th Avenue NE: Full Access Intersection with traffic signal

University Avenue / 115th Avenue NW: Right In/Right Out

University Avenue / 117th Avenue NE: Full Access Intersection with traffic signal

University Avenue/ Morningside Memorial Gardens Entrance: S.B. Right In/Right Out, N.B. Left In

University Avenue / 118th Avenue NE: N.B. Right In/Right Out, S.B. Left In University Avenue 120th Avenue NW: S.B. Right In/Right Out, N.B. Left In

University Avenue 120th Lane NE: Right In/Right Out

University Avenue/ 121st Avenue: Full Access Intersection with traffic signal

University Avenue / 124th Lane NW: Right In/Right Out

RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit "A" Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

TRAFFIC SIGNALS:

The parties agree that traffic control signal systems at the 111th Lane NW, 113TH Avenue NE, 117th Avenue NW and 121st Avenue NW intersections will be constructed with this project and that the existing traffic control signal system at Northdale Boulevard will be modified with this project.

The parties agree that the cost of the modification of the signal at Northdale Boulevard, pending the availability of Federal funding, shall be standard County cost share, with 50% of the EVP costs and 25% of the signal modification costs to the City of Coon Rapids, 50% of the EVP costs and 25% of the signal modification costs to the City of Blaine, and 50% of the signal modification costs to the County.

The parties agree that the cost of the construction of the signals at 111th Lane NW, 117th Avenue NW, and 121st Avenue NW, pending the availability of Federal funding, shall be standard County cost share, with 50% of the EVP costs and 37.5% of the traffic signal costs to the City of Coon Rapids, 50% of the EVP costs and 37.5% of the traffic signal costs to the City of Blaine, and 25% of the traffic signal costs to the County.

The parties agree that the cost of the construction of the signal at 113th Avenue NE, pending the availability of Federal funding, shall be standard County cost share, with 50% of the EVP costs and 17% of the traffic signal costs to the City of Coon Rapids, 50% of the EVP costs and 50% of the traffic signal costs to the City of Blaine, and 33% of the traffic signal costs to the County.

DRAINAGE:

The City shall pay for a percentage of the cost of the storm sewer system, including the detention basins and their outlet structures. The City portion of the cost is based on contributing flow through the storm sewer system to the detention basin determined by the product of contributing area and runoff coefficient.

ENVIRONMENTAL ISSUES:

A noise analysis has been performed as part of the Environmental Documentation process. It was concluded that noise walls would be feasible at three locations in the City of Coon Rapids. The County will meet individually with these property owners to review their options concerning noise walls on their property. A meeting was held on December 11th, 2012 at the Blaine City Hall to discuss the noise walls and impacts with the affected property owners.

The parties agree that the costs of these improvements, pending the availability of Federal funding, shall be standard County cost share. For this standard County cost share, the County pays 100% for the noise wall costs. The City pays for any costs above the base cost of the noise wall. If previously notified, the

City shall be responsible for future noise wall maintenance. Notification includes any letter to the agency indicating that noise will potentially be an issue in the future. Should the City request a noise wall to be built where not required by the applicable federal or state standard, the City shall be responsible for the entire cost of the wall.

BITUMINOUS TRAIL:

The parties agree that the construction of the bituminous trail along the west side of the roadway is eligible for federal funds and that the City will be responsible for the local match in areas where no trail exists and the County will be responsible for the local match where a trail currently exists. Per previous agreement the City shall be responsible for the local match for the trail on the west side of the bridge. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

The parties understand that the cost for the trail includes: bituminous surfacing, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County will pay for the design of the trail, wetland mitigation required by impacts caused by the trail, the additional right of way and easements required to construct the trail at the proper location, and any removal items, with the exception of any soils correction in areas of existing trail, required to construct the trail.

TRAFFIC CONTROL:

The parties understand and agree that CSAH 51 is currently proposed to be open to thru traffic during construction except for miscellaneous short term closures, and will always be open to emergency vehicles and local traffic, with the exception of possible short term closures at the box culvert construction at County Ditch 39. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the City project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected by the Project will be reconstructed in kind at 100% project cost with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The City shall supply the signed plan sheets and specifications for the proposed landscape/streetscape. The total cost of the design as well as the construction cost above standard median cost will be at the expense of the requesting City or split between the requesting Cities. All construction documents must be submitted to the County by September 9, 2013. Maintenance of any landscaping/streetscaping will be the sole responsibility of the City.

UTILITIES:

The parties agree that the Exhibit "A" Layout does not include specific proposed utility locations. The City will be responsible for the design of any sanitary sewer and water main improvements and/or

relocations due to road reconstruction, which will be incorporated into the project bid documents. The cost of the design of these features shall be the responsibility of the City. The cost of construction of these features, other than those relocations solely due to roadway reconstruction, shall be the responsibility of the City. The cost of construction of these features solely due to road reconstruction shall be the responsibility of the County. The City's design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by September 9, 2013.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing the permits required by the Coon Creek Watershed District, city permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA. (e.g. setbacks, tree clearing ordinances, or any other city ordinances.)

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the actual "construction costs" and shall be so referred to herein. "Estimated costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$9,902,284.14 (without the optional items of colored median concrete and noise barrier upgrade). Federal funds available for the Project are capped at \$6,364,800. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

The total estimated construction cost to the City is \$717,273.31 (prior to application of federal funds available and without option items of colored median concrete and noise barrier upgrade). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$256,233.18 (\$717,273.310, minus \$461,040.13), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$717,273.31. The estimated cost to the City for construction engineering is \$57,381.86. In summary, the total City share of this project is \$738,865.80 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is *\$313,615.04 (see summary below). Optional additional costs to the City would be \$88,020 for colored concrete median and \$7,500 for noise barrier upgrade.

*(\$717,273.31 - \$461,040.13 + \$57,381.86 = \$313,615.04, note: construction engineering costs are not federally eligible)

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$297,934.29. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost

of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

Upon final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged to the city will be made in the form of credit or additional charges to the City's share. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. <u>DISBURSEMENT OF FUNDS</u>

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. <u>STRICT ACCOUNTABILITY</u>

A strict accounting shall be made of all funds and report of all receipts shall be made upon request by either party. Prior to City payment to the County, Anoka County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. The City shall pay its pro rata share of costs which the County incurred prior to such notice of termination.

IX. SIGNALIZATION POWER

The City shall at their sole expense, install and cause the installation of an adequate electrical power source to the service cabinet for all the previously mentioned CSAH 51 traffic control signal systems including any necessary extension of power lines. The City shall be the lead agency in this matter. Upon completion of said traffic control signal installations, the ongoing cost of the electrical power to the signals shall be the sole cost and expense of the City.

X. MAINTENANCE

A. Maintenance of the completed storm sewer (except catch basins and catch basin leads) and, detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.

- B. Maintenance of all sidewalks, including snow plowing, shall be the sole responsibility of the City.
- C. Maintenance of the bituminous trails located in the City of Coon Rapids shall be the responsibility of the City of Coon Rapids. The City shall be responsible for general routine maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items and shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- D. Maintenance of crosswalk pavement markings on City streets shall be the responsibility of the City. The City will be responsible for all crosswalk pavement markings for the crossings at all City streets.
- E. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City.
- F. Maintenance of the completed traffic control signals and signal equipment at the intersections of CSAH 51/111th Lane NW, CSAH 51/113th Avenue NE (pending signal approval by MnDOT), CSAH 51/117th Avenue NW, and CSAH 51/121st Avenue NW shall be the sole obligation of the County.
- G. The County shall maintain the said traffic signal controllers, traffic signals and pedestrian indications, loop detectors and associated wiring of the said traffic control signals at the sole obligation of the County.
- H. Painting of the traffic signal shall be the sole obligation of the County. Any variation of painting color standards will be billed to the City.
- I. Timing of the traffic signal shall be determined by the County.
- J. Only the County shall have access to the controller cabinet.
- K. The traffic control signal shall be the property of the County.
- L. The Cities of Coon Rapids and Blaine shall be responsible for maintenance of the luminaries, luminaire relamping, and luminaire painting.
- M. All maintenance of the EVP Systems shall be completed by the County. The Cities of Coon Rapids and Blaine shall be billed by the County on a quarterly basis for all incurred costs.
- N. EVP Emitter Units may be installed on and used only by Emergency Vehicles responding to an emergency as defined in Minnesota Statutes §169.01, Subdivision 5, and §169.03. The City shall provide a list to the County Engineer, or the County's duly appointed representative, of all such vehicles with emitter units on an annual basis.
- O. Malfunctions of the EVP System shall be immediately reported to the County.
- P. All timing of said EVP System shall be determined by the County.

- Q. In the event said EVP System or components are, in the opinion of the County, being misused, or the conditions set forth are violated, and such misuse or violation continues after receipt by the City, written notice thereof from the County, the County shall remove the EVP System. Upon removal of the EVP System pursuant to this paragraph, the field wiring, cabinet wiring, detector receiver, infrared detector heads and indicator lamps and all other components shall become the property of the County.
- R. The County shall be responsible for all maintenance of County installed noise walls.

XI. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Manager of City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, on behalf of the City.

XII. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XIII. ENTIRE AGREEMENT REQUIREMENT OF WRITING

COUNTY OF ANOKA

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

CITY OF COON RAPIDS

COUNT OF MINORIA	CITT OF COOK MILEDS
By:Rhonda Sivarajah, Chair	By:
Rhonda Sivarajah, Chair	By: Tim Howe
Board of Commissioners	Mayor
Dated:	Dated:
ATTEST	
By:	By:
By: Jerry Soma	By:Steven Gatlin
County Administrator	City Manager
Dated: RECOMMENDED FOR APPROVAL	Dated:
RECOMMENDED FOR APPROVAL	
By:	By:
Douglas W. Fischer, P.E.	David Brodie
County Engineer	City Attorney
Dated:	Dated:
APPROVED AS TO FORM	
Ву:	
Dan Klint	
Assistant County Attorney	
Dated:	

EXHIBIT "C"

COST-SHARING AGREEMENT FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS

<u>ITEMS</u>	COUNTY SHARE	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0*1
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
Unless	existing trail not placed at edge of	f R/W
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter*2	based on state aid letter*2
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new & replacements (communities larger than 5,000 w/ State Aid approved SJR	2) ½ the cost of it's legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	*3	*3
Right-of-Way	100%*4	0%
Street Lights	0%	100%
Noise Walls	100% ^{*5}	0% ^{*5}

- *1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median
- *2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.
- *3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.
- In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.
- *5 If previously notified, the City shall be responsible for future noise wall maintenance. Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. The County shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, then the requesting agency will pay the additional cost above the cost of standard noise wall. Furthermore, should an agency request a noise wall to be built where not required by the applicable federal or state standard, the entire cost of the wall shall be borne by the requesting agency.

EXHIBIT "A"
LAYOUT
MARCH 6, 2013



									PARTIC	SIPATING- FEDERAL FUN	IDS				
ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	ESTI Unit Cost	MATE Total	ANOKA COUNTY 002-651-007 ROADWAY QUANTITIES ESTIMATED	ANOKA COUNTY 002-651-007 COST	CITY OF BLAINE 106-020-031 ROADWAY QUANTITIES ESTIMATED	CITY OF BLAINE 106-020-031 COST	CITY OF COON RAPIDS 114-020-045 ROADWAY QUANTITIES ESTIMATED	CITY OF COON RAPIDS 114-020-046 COST	CITY OF ********** **_***-*** ROADWAY QUANTITIES ESTIMATED	CITY OF COON RAPIDS **.***.** COST	DRAINAGE QUANTITIES ESTIMATED	DRAINAGE COSTS ESTIMATED
2021.501	MOBILIZATION	LUMP SUM	19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$559,657.59	\$559,657.59		\$495,856.63	.056	\$31,340.83	.058	\$32,460.14		\$0.00	r ganga kepadalah	\$0.00
2031.501	FIELD OFFICE TYPE B	EACH	1	\$15,000.00	\$15,000.00	.886	\$13,290.00	.056	\$840.00 \$0.00	.058	\$870.00 \$0.00		\$0.00		40.00
2101.501	CLEARING CLEARING	ACRE TREE	1.6 850	\$2,000.00 \$75.00	\$3,200.00 \$63,750.00	1.6 850	\$3,200.00 \$63,750,00		\$0.00		\$0.00		\$0.00		\$0.00 \$0.00
2101.502 2101.506	GRUBBING	ACRE	1.6	\$2,000.00	\$3,200.00	1,6	\$3,200.00		\$0.00		\$0.00		\$0.00		\$0.00
2101.507	GRUBBING	TREE	792	\$50.00	\$39,600.00	792	\$39,600.00		\$0.00		\$0.00		\$0.00		\$0.00
2104,501	REMOVE PIPE CULVERTS	LINFT	1088 4842	\$10.00 \$12.00	\$10,880.00 \$58,104.00	1088 4842	\$10,880.00 \$58,104.00		\$0,00 \$0,00		\$0.00 \$0.00		\$0.00 \$0.00		\$0,00 \$0.00
2104,501 2104,501	REMOVE SEWER PIPE (STORM) REMOVE CURB AND GUTTER	LIN FT	7176	\$12.00	\$21,528.00	7176	\$21.528.00		\$0,00		\$0.00	+	\$0.00		\$0.00
2104,501	REMOVE CONCRETE MEDIAN	SQ FT	1170	\$2,50	\$2,925.00	1170	\$2,925.00		\$0.00		\$0.00		\$0.00		\$0.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	70539	\$3.00	\$211,617.00	70539	\$211,617.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00
2104,509	REMOVE PIPE APRON	EACH EACH	16 25	\$250.00 \$350.00	\$4,000,00 \$8,750,00	16 25	\$4,000.00 \$8,750,00		\$0,00		\$0.00		\$0.00		\$0.00 \$0.00
2104,509 2104,513	REMOVE DRAINAGE STRUCTURE SAWING BIT PAVEMENT (FULL DEPTH)	LINET	1064	\$2,50	\$2,660,00	1064	\$2,660.00		\$0.00		\$0.00		\$0.00		\$0.00
	SALVAGE SIGN TYPE C	EACH	107	\$30.00	\$3,210.00	107	\$3,210.00		\$0.00		\$0.00		\$0,00		\$0.00
2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	13	\$30.00	\$390,00 \$3,000,00	13	\$390.00 \$3,000.00		\$0,00 \$0,00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00
2104.601 2105.501	HAUL SALVAGED MATERIAL COMMON EXCAVATION	CU YD	40000	\$3,000.00 \$7.00	\$3,000.00	40000	\$280,000.00		\$0.00		\$0.00		\$0.00		\$0.00
2105.505	MUCK EXCAVATION	CUYD	5000	\$9.00	\$45,000.00	5000	\$45,000.00		\$0.00		\$0,00		\$0,00		\$0.00
2105.507	SUBGRADE EXCAVATION	CU YD	24000	\$7.00	\$168,000,00	24000	\$168,000.00		\$0,00 \$0,00		\$0.00 \$0.00		\$0,00 \$0,00		\$0.00 \$0.00
2105.522	SELECT GRANULAR BORROW (CV)	CU YD LUMP SUM	30000	\$13.00 \$10,000.00	\$390,000.00 \$10,000.00	30000	\$390,000.00 \$10,000.00		\$0.00		\$0.00		\$0.00		\$0.00
2105.601 2123.509	DEWATERING DOZER	HOUR	10	\$120.00	\$1,200.00	10	\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00
2130,501	WATER	M GALLONS	300	\$50.00	\$15,000.00	300	\$15,000.00	<u> </u>	\$0.00		\$0.00		\$0.00	ļ	\$0.00
2211.503	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	14000 5000	\$20.00 \$2.50	\$280,000,00 \$12,500,00	14000 5000	\$280,000.00 \$12,500.00		\$0,00 \$0.00		\$0.00 \$0.00	 	\$0.00 \$0.00	 	\$0.00 \$0.00
2232,501 2360,501	MILL BITUMINOUS SURFACE (2,0") TYPE SP 12.5 WEARING COURSE MIX (2,B) (TRAIL)	SQ YD TON	2368	\$2.50 \$60.00	\$12,500.00	893	\$53,580.00	744	\$44,640.00	731	\$43,860.00		\$0,00	<u> </u>	\$0.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	8065	\$2.50	\$20,162.50	8065	\$20,162.50		\$0.00		\$0.00		\$0.00		\$0.00
2360,501	TYPE SP 12 5 WEARING COURSE MIX (4.F)	TON	13910	\$70.00	\$973,700.00	13910 11593	\$973,700.00 \$695,580,00		\$0,00 \$0.00		\$0,00 \$0,00	 	\$0.00 \$0.00	 	\$0.00 \$0.00
2360.502 2411.618	TYPE SP 12.5 NON WEAR COURSE MIX (3,B) MODULAR BLOCK RETAINING WALL	TON SQ FT	11593 3700	\$60.00 \$25,00	\$695,580.00 \$92,500.00	11593 3700	\$695,580.00	 	\$0.00		\$0.00		\$0.00		\$0.00
2411.618 2412.511	8 x 4 PRECAST CONCRETE BOX CULVERT	LINFT	224	\$500.00	\$112,000.00	224	\$112,000.00		\$0.00		\$0.00		\$0.00		\$0.00
2422.618	WOOD NOISE BARRIER	SQ FT	65000	\$20.00	\$1,300,000.00	65000	\$1,300,000.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00		\$0.00
	15" RC PIPE APRON	EACH EACH	<u> </u>	\$550.00 \$575.00	\$1,100.00 \$575.00		\$0.00 \$0,00		\$0.00		\$0.00		\$0.00 \$0.00	ļ	\$1,100.00 \$575.00
2501.515 2501.515	18" RC PIPE APRON 21" RC PIPE APRON	EACH	 	\$600.00	\$600.00		\$0.00		\$0.00		\$0.00		\$0,00	i	\$600.00
2501.515	33" RC PIPE APRON	EACH	2	\$900.00	\$1,800.00		\$0.00		\$0,00		\$0.00		\$0.00	2	\$1,800.00
2501,515	36" RC PIPE APRON	EACH	2	\$1,000.00 \$1,200.00	\$2,000.00 \$1,200.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00	<u> </u>	\$2,000,00 \$1,200,00
2501.515 2503.511	42" RC PIPE APRON 15" RC PIPE SEWER CLASS V	EACH LIN FT	5733	\$1,200.00	\$1,200.00		\$0.00		\$0.00	-	\$0.00		\$0.00	5733	\$160,524.00
2503.511	18" RC PIPE SEWER CLASS III	LINFT	626	\$28.00	\$17,528.00		\$0.00		\$0.00		\$0.00		\$0.00	626	\$17,528.00
2503.511	21" RC PIPE SEWER CLASS III	LIN FT	1067	\$30,00	\$32,010.00		\$0.00		\$0.00		\$0.00 \$0.00		\$0.00 \$0.00	1067 1569	\$32,010.00 \$54,915.00
2503.511	24" RCP PIPE SEWER CLASS III	LIN FT	1569 1056	\$35.00 \$43.00	\$54,915.00 \$45,408.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00		\$0.00	1056	\$45,408.00
2503.511 2503.511	27" RC PIPE SEWER CLASS III 30" RC PIPE SEWER CLASS III	LIN FT	909	\$60,00	\$54,540.00		\$0.00		\$0.00		\$0.00		\$0.00	909	\$54,540.00
2503.511	33" RC PIPE SEWER CLASS III	LINFT	806	\$70.00	\$56,420.00		\$0.00		\$0.00		\$0.00		\$0.00	806	\$56,420.00
2503.511	36" RC PIPE SEWER CLASS III	LIN FT	72	\$80.00	\$5,760.00		\$0.00		\$0,00 \$0,00		\$0.00 \$0.00		\$0.00 \$0.00	72 828	\$5,760.00 \$74,520.00
2503.511 2506.501	42" RC PIPE SEWER CLASS III CONST. DRAINAGE STRUCTURE DESIGN H	LIN FT	828 142	\$90.00 \$280,00	\$74,520.00 \$39,760.00		\$0.00 \$0.00		\$0.00		\$0.00		\$0.00	142	\$39,760.00
2506.501	CONST. DRAINAGE STRUCTURE DESIGN H	LINET	751	\$350,00	\$262,850.00		\$0.00		\$0,00		\$0.00		\$0.00	751	\$262,850.00
2506.516	CASTING ASSEMBLY	EACH	178	\$600.00	\$106,800.00		\$0,00		\$0.00		\$0.00		\$0.00	178	\$106,800.00
2511.501	RANDOM RIPRAP CLASS II	SQ YD	58 175	\$100.00 \$100.00	\$5,800.00 \$17,500.00	58 175	\$5,800.00 \$17,500.00		\$0.00 \$0.00	\	\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00
2511.515 2521.501	GEOTEXTILE FILTER TYPE IV 4" CONCRETE WALK	SQ FT	95159	\$100.00	\$285,477.00	95159	\$285,477,00		\$0.00	-	\$0.00		\$0.00		\$0.00
2531.501	CONCRETE CURB & GUTTER DESIGN B418	LINFT	22744	\$10,00	\$227,440.00	20139	\$201,390.00	1410	\$14,100.00	1195	\$11,950,00		\$0.00		\$0.00
2531,501	CONCRETE CURB & GUTTER DESIGN B424	LINFT	17202	\$12.00	\$206,424.00	8601 13	\$103,212.00 \$5,200,00	4299	\$51,588.00 \$0.00	4302	\$51,624.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00
2531.602 2563.601	CONC ENTRANCE NOSE DES 7113 TRAFFIC CONTROL SUPERVISOR	EACH LUMP SUM	13	\$400.00 \$30,000.00	\$5,200.00 \$30,000.00	0,886	\$26,580.00	0.056	\$1,680.00	0.058	\$1,740.00		\$0.00		\$0.00
2563.601	TRAFFIC CONTROL (STAGE 1)	LUMP SUM		\$100,000.00	\$100,000.00	0.886	\$88,600.00	0.056	\$5,600.00	0.058	\$5,800.00		\$0.00	11,2 24,1 11,50	\$0.00
2563.610	POLICE OFFICER	HOUR	30	\$150.00	\$4,500.00	0.886	\$3,987.00	0.056	\$252.00	0.058	\$261.00 \$0.00	4.3.361 3.31	\$0.00		\$0.00
2564.531	SIGN PANELS TYPE C	SQ FT EACH	700	\$35,00 \$1,000,00	\$24,500.00 \$2,000.00	700 2	\$24,500.00 \$2,000.00		\$0.00 \$0.00	 	\$0.00		\$0.00 \$0.00	1	\$0.00 \$0.00
2564.540 2564.540	INSTALL SIGN TYPE D INSTALL SIGN TYPE SPECIAL	EACH	13	\$1,000.00	\$15,600.00	13	\$15,600.00		\$0.00		\$0.00		\$0.00		\$0.00
2565.511	TRAFFIC CONTROL SIGNAL SYSTEM A	SIG SYS	1	\$200,000.00	\$200,000.00	.25	\$50,000.00	.375	\$75,000.00	.375	\$75,000.00		\$0,00		\$0.00
2565,511	TRAFFIC CONTROL SIGNAL SYSTEM B	SIG SYS	1 1	\$200,000.00 \$200.000.00	\$200,000.00 \$200,000.00	.33 ,25	\$66,000.00 \$50,000.00	.500	\$100,000,00 \$75,000,00	.170 .375	\$34,000.00 \$75,000.00		\$0.00 \$0.00	 	\$0.00 \$0.00
2565.511 2565.511	TRAFFIC CONTROL SIGNAL SYSTEM C TRAFFIC CONTROL SIGNAL SYSTEM D	SIG SYS		\$200,000.00	\$200,000.00	.25	\$50,000.00	375	\$75,000.00	.375	\$75,000.00		\$0.00	 	\$0.00
2565.511	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUN		\$15,000.00	\$60,000.00		\$0,00	2.000	\$30,000.00	2.000	\$30,000.00		\$0.00		\$0.00
2565.602	SIGNAL SERVICE CABINET	EACH	4	\$7,000.00	\$28,000.00	1.08	\$7,560.00	1.625	\$11,375.00	1.295	\$9,065.00		\$0.00		\$0.00
2565.602	NMC LOOP DETECTOR 6' X 6'	EACH EACH	3 9	\$1,000.00 \$1,500.00	\$3,000,00 \$13,500,00	0.75 2.25	\$750.00 \$3,375,00	1.125 3.375	\$1,125.00 \$5,062.50	1,125 3,375	\$1,125.00 \$5,062,50		\$0.00 \$0.00	 	\$0.00 \$0.00
2565.602 2656,616	NMC LOOP DETECTOR 2-6' X 6' REVISE SIGNAL SYSTEM	SYSTEM		\$125,000.00	\$13,500.00	2.25	\$62,500.00	3.575	\$31,250.00	3,00	\$31,250.00		\$0.00	1	\$0.00
2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	7051	\$1,55	\$10,929.05	7051	\$10,929.05		\$0.00	1	\$0,00		\$0.00		\$0.00
2573,505	FLOTATION SILT CURTAIN TYPE STILL WATER	LINFT	200	\$10.00	\$2,000.00	200	\$2,000.00		\$0.00 \$0.00	ļ	\$0.00 \$0.00		\$0.00 \$0.00		\$0.00
2573.512	TEMPORARY DITCH CHECK TYPE 2	LIN FT EACH	1650 178	\$4.00 \$175.00	\$6,600,00 \$31,150,00	1650	\$6,600.00 \$0.00		\$0.00		\$0.00		\$0.00	178	\$0.00 \$31,150.00
2573.530 2573.550	STORM DRAIN INLET PROTECTION EROSION CONTROL SUPERVISOR	LUMP SUN		\$25,000.00	\$25,000.00	.886	\$22,150.00	0.056	\$1,400.00		\$1,450.00	a Kaskara a a a a a a	\$0.00	acressiningeres	\$0.00
2575.501	SEEDING SEEDING	ACRE	7	\$450.00	\$3,150.00	7	\$3,150.00		\$0.00		\$0.00		\$0.00	ļ	\$0.00
2575,502	SEED MIXTURE 250	POUND		\$16.00	\$7,840.00	490	\$7,840.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0,00 \$0,00	1	\$0.00 \$0.00
2575.505	SODDING TYPE SALT RESISTANT	SQ YD TON	23300 14	\$2,50 \$120.00	\$58,250.00 \$1,680.00	23300 14	\$58,250.00 \$1,680,00		\$0.00		\$0.00	—	\$0.00	1	\$0.00
2575.511 2575.519	MULCH MATERIAL TYPE 3 DISK ANCHORING	ACRE	147	\$120.00	\$1,000.00	7	\$700.00	1	\$0.00		\$0.00		\$0.00	<u> </u>	\$0.00
2575.519	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	18000	\$1.05	\$18,900.00	18000	\$18,900.00		\$0.00		\$0.00		\$0.00		\$0.00
2575.532	FERTILIZER TYPE 2	POUND		\$0.50 \$500.00	\$1,400.00 \$8,000.00	2800 16	\$1,400.00 \$8,000,00		\$0.00 \$0.00	+	\$0,00 \$0,00		\$0.00 \$0.00	-	\$0.00 \$0.00
2581,602 2581,602		EACH EACH	16 15	\$500.00 \$500.00	\$8,000.00	15	\$7,500.00		\$0.00	<u> </u>	\$0.00		\$0.00	 	\$0.00
2581.602 2581.602		EACH	0	\$325.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
2581.602	PAVEMENT MESSAGE (RT-THRU ARROW) PREFORMED THERMOPLAST	IC EACH	0	\$325.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	 	\$0.00
2581,602	PAVEMENT MESSAGE (LT-THRU ARROW) PREFORMED THERMOPLASTIC		0	\$325.00 \$15.00	\$0.00 \$75,000.00	5000	\$0.00 \$75,000.00		\$0.00 \$0.00		\$0.00 \$0.00		\$0.00 \$0.00	-	\$0.00 \$0.00
2582,500 2582,502	ZEBRA CROSSWALK - WHITE PREFORMED THERMOPLASTIC 4" SOLID LINE WHITE-EPOXY	SQ FT LIN FT	5000 20000	\$15.00	\$8,000.00	20000	\$75,000.00		\$0.00	1	\$0.00		\$0.00		\$0.00
L LOUE, VOE					······································										03/13/90

EXHIBIT "B"

3-5-13_002-651-007_SEQ.xls

CSAH 51: CSAH 12 TO 121ST AVE

L						·····	\$7,169,309.55	\$514,140.50	\$535,216.50	\$0.00	
				BASE BID TOTAL:	\$9,902,284.14	20000000	\$7,819,773.18	\$555,253.33	\$577,797.64	\$0.00	\$949,460.00
 	DIVIDAL						\$0.00	\$0.00	\$0.00	\$0,00	\$0.00
	RRINGE	LUMP SUM	1,000	\$1,200,000.00	\$1,200,000.00	0.9231	\$1,107,720.00	\$0.00 0.0769	\$92,280,00	\$0,00	\$0.00
2302,302	24 SOCIO LINE WITTE - FREI GRAND HIGHWOTE IGHO						\$0.00	\$0,00	\$0.00	\$0.00	\$0.00
2582.502		TINET	520	\$9.50	\$4,940,00	520	\$4,940.00	\$0,00	\$0.00	\$0.00	\$0.00
	4" SOLID LINE YELLOW-EPOXY	LINET	20000	\$0.40	\$8,000,00	20000	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1 2502 502	4" BROKEN LINE WHITE-EPOXY	LINFT	4000	1 \$0.45 I	\$1,800.00]	4000	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0,00
0.0.10 00 00 00 0						CSAH 51: CSAH 1:	2 10 121S (AVE				

Funding Group:			Group 1	Group 2	Group 3	Group 4	Group 5
Totals:	\$9,902,284.14		\$7,819,773.18	\$555,253.33	\$577,797.64	\$0.00	\$949,460.00
Total Federal Eligible Items:	\$9,902,284.14		\$7,819,773.18	\$555,253.33	\$577,797.64	\$0.00	\$949,460.00
Federal Funds Available:	\$6,364,800.00		\$5,026,243.60	\$356,895.07	\$371,385.67	\$0.00	\$610,275.66
% Federal Funding	64.28%	Rounded to:	\$5,026,230.00	\$356,900.00	\$371,390.00	\$0.00	\$610,280.00

			Proj	ect Number - Pro	ject Name - FUN	DING SPLITS							
	PROJECT TOTALS	ANOKA COUNTY TOTALS	ANOKA COUNTY FEDERAL FUNDS		JANOKA COUNTY	CITY OF COON RAPIDS TOTALS		CITY OF COON RAPIDS STATE AID FUNDS	CITY OF COON RAPIDS LOCAL FUNDS	CITY OF BLAINE TOTALS	CITY OF BLAINE FEDERAL FUNDS	CITY OF BLAINE STATE AID FUNDS	CITY OF BLAINE LOCAL FUNDS
ROADWAY	\$8,952,824.14	\$7,819,773.18	\$5,026,230.00	\$2,793,543.18	\$0.00	\$577,797.64	\$371,390.00	\$206,407.64	\$0.00	\$555,253.33		\$198,353.33	\$0.00
DRAINAGE (County 41.95%, Blaine 43.36%, Coon Rapids 14.69%	\$949,460.00				\$0.00	\$139,475.67	\$89,650.13		\$0.00	\$411,685.86		\$147,068.45	
CONSTRUCTION TOTAL	\$9,902,284.14			\$2,935,829.19	50.00	\$717,273.31	\$461,040.13	\$256,233.18	\$0.00	\$966,939.18	\$621,517.41	\$345,421,77	\$0.00
8% CONSTRUCTION ENGINEERING	\$792,182.73			\$657,445.73	\$0.00	\$57,381.87		\$57,381.87	\$0.00	\$77,355.13		\$77,355.13	\$0.00
DESIGN ENGINEERING	\$0.00												\$0.00
RIGHT OF WAY	\$0.00	<u> </u>											
PROJECT TOTAL	\$10,694,466.87		\$5,282,242.46	\$3,593,274.92	\$0.00	\$774,655.18	\$461,040.13	\$313,615.05	\$0.00	\$1,044,294.32	\$621,517.41	\$422,776.91	\$0.00



14601 Ramsey Boulevard Ramsey, Minnesota 55303 763-323-2600 Fax: 763-506-9541 1-800-642-1672 www.connexusenergy.com info@connexusenergy.com

Mr. Robert Moberg City of Coon Rapids 11155 Robinson Drive NW Coon Rapids MN 55433-3761 January 30, 2013

Dear Mr. Moberg,

I have prepared the following proposal to install streetlights on University Avenue in Coon Rapids as shown on the attached drawing. Connexus Energy will install, retain ownership, and will provide ongoing maintenance of the lights, including locating services, and full replacement of knockdowns, under our monthly energy and maintenance rate. The installation costs shown below are a preliminary estimate prior to the final design by Connexus Energy's engineering department.

Light Fixtures Option 1

14 - 135 Watt Phillips Roadview LED fixtures on 30' square fiberglass poles
Total material, labor for 2014 construction: \$87,390.00

Light Fixtures Option 2

7 - 135 Watt Phillips Roadview LED fixtures on 30' square fiberglass poles
Total material, labor for 2014 construction: \$44,339.00

The monthly energy and maintenance rate for the 135 watt LED lights will be \$7.46 per light, per month.

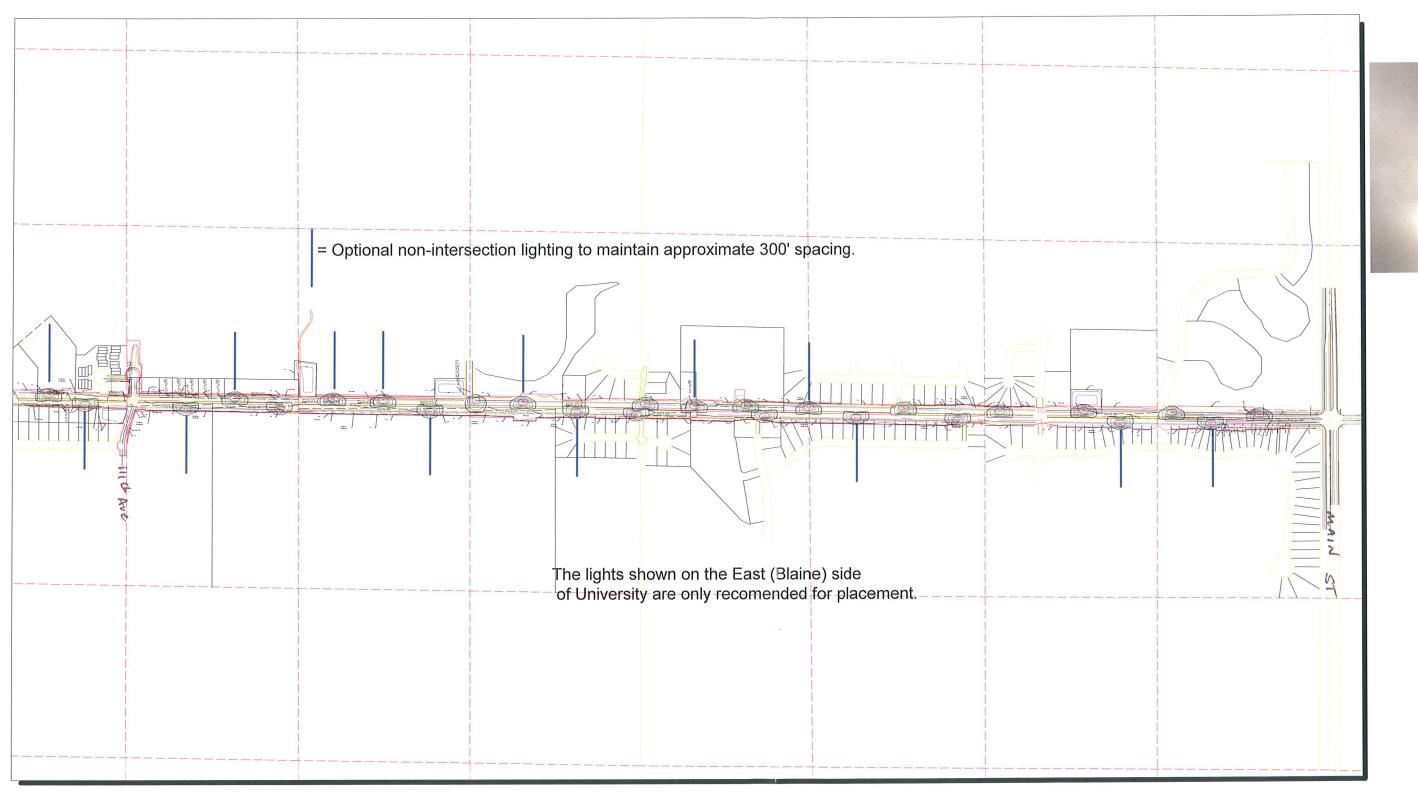
The lights will be installed to utility specifications, will be un-metered, and will operate on a dusk-to-dawn schedule. The above installation costs do not include groomed turf restoration, and are based upon our best practices. If job site conditions beyond our control prevent normal installation procedures or if winter construction is required, additional charges may be applied.

Please indicate your acceptance of this proposal by returning a signed copy via, USPS, Fax 763-323-2711, or e-mail: leoo@connexusenergy.com

I hope that this information is satisfactory for you. Do not hesitate to contact me if you have any questions.

Sincerely,	
Key Account Representative	Accepted by:

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University Avenue 2014 Lighting

Luminaire Schedule					
Qty	Label	Description			
1	135 Watt LED Roadview IV	RVS-135W80LED4K-LE4			
25	135 Watt LED Roadview III	RVS-135W80LED4K-LE3			



City Council Regular 17.

Meeting Date: 03/19/2013

Subject: Cons. Approval of Joint Powers Agreements with Anoka County for the Reconstruction of Foley

Blvd.

From: Tim Himmer, Public Works Director

INTRODUCTION

The City Council is being asked to approve the Joint Powers Agreement (JPA) with Anoka County for the reconstruction of Foley Boulevard, between Egret Boulevard and 101st Avenue, scheduled for 2014. City and County staff attended the January 8, 2013 work session with the Council to discuss a draft agreement for this high visibility traffic improvement project. The attached final agreement includes updates as discussed with the Council, the most recent design that will serve as the basis for land acquisition and final construction documents, and an updated project budget with estimated City participation costs.

DISCUSSION

The project is being proposed to increase safety along the corridor, improve roadway conditions in the short term, and prepare for future roadway capacity concerns. The project includes significant funding through federal aid; with the local portion being shared by the City and Anoka County. Proposed improvements on Foley Blvd include reconstruction to a 4-lane roadway section, raised concrete medians, access control, dedicated turn lanes, concrete curb & gutter, drainage enhancements, sidewalk & trail construction, signal system upgrades, and other utility improvements (as necessary).

Additional direction is also desired from the Council to determine appropriate enhancements to the concrete median (colored concrete and/or landscaping) and streetlighting throughout the corridor.

- <u>Colored concrete or landscaped medians</u>: At the work session there was discussion regarding Foley Boulevard being the main entrance to the Bunker Hills area, and a potential for improved aesthetics through the corridor. If Council is interested in considering some options the entire cost of any enhancements (design and construction) would be at the sole cost of the City.
- Streetlighting throughout the corridor: A lighting proposal was received from Connexus Energy, which leads to a few policy questions: should there be additional lighting along the corridor (more than the standard intersection lighting), should LED be considered (as opposed to the existing high pressure sodium fixtures), and is Council interested in continuing the acorn (ornamental) style lighting that exists on Foley Boulevard north of Main Street? The attached proposal reflects a more pedestrian oriented design; with a mix of standard (shoebox) fixtures located at intersections, and ornamental (acorn) fixtures located at the ends of cul-de-sacs and providing additional pedestrian lighting between intersections.

RECOMMENDATION

Staff is recommending that the City Council approve the JPA with Anoka County for the reconstruction of Foley Boulevard, from Egret Boulevard to 101st Avenue.

It is further recommended that Council authorize staff to sign the final construction drawings upon completion and prior to bidding.

Staff is also looking for direction from the Council on whether they desire additional enhanced treatments for median design and streetlighting.

Fiscal Impact

BUDGET IMPACT:

The cost of the proposed improvements have been estimated at \$3.4M; \$2.4M coming from eligible federal funds, \$790K from Anoka County, and \$185K from Coon Rapids (from our State Aid fund). The estimated cost that the City is responsible for has increased by \$70,000 since the Council reviewed the JPA in work session; this is primarily due to the addition of another signalized intersection at 102nd Lane. Project costs and funding distributions will be updated after bidding and construction, and will reflect actually project costs.

Attachments

<u>JPA</u>

JPA Exhibit A - Project Layout

JPA Exhibit B - Estimated Costs

Streetlight Proposal

JOINT POWERS AGREEMENT FOR THE RECONSTRUCTION OF COUNTY STATE AID HIGHWAY 11 (FOLEY BOULEVARD NW) BETWEEN 101ST AVE NW TO EGRET BLVD NW IN THE CITY OF COON RAPIDS, MN (SP 002-611-032, SAP 114-020-047, CP 12-22)

THIS AGREEMENT is made and entered into this _ day of ________, 2013 by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to reconstruct County State Aid Highway 11 (Foley Boulevard NW) from 101st Avenue NW to Egret Boulevard NW and,

WHEREAS, said parties mutually agree that County State Aid Highway 11 (Foley Boulevard NW) from 101st Avenue NW to Egret Boulevard NW is in need of reconstruction; and,

WHEREAS, the County has prepared preliminary design plans for the reconstruction of County State Aid Highway 11 (Foley Boulevard NW) from 101st Avenue NW to Egret Boulevard NW in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over County State Aid Highway 11 (Foley Boulevard NW) from 101st Avenue NW to Egret Boulevard NW and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing the roadway, drainage, sidewalk, trail, and traffic control systems (at the intersections of 101st Avenue NW, 102nd Lane NW (pending MnDOT approval) and Egret Boulevard NW), as well as other utilities on County State Aid Highway 11 between 101st Avenue NW and Egret Boulevard NW as described in the preliminary design plans. The County project number for the reconstruction is SP 002-611-032 the City project number is SAP 114-020-047. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of County State Aid Project No. 002-611-032 from 101st Avenue NW to Egret Boulevard NW is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit "A" Layout dated March 7, 2013 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit "A" Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

II. METHOD

The County shall cause the construction of Anoka County Project SP 002-611-032, City project numbers S.A.P. 114-020-047 and CP 12-22, in conformance with proposed engineering plans and specifications.

IMPROVEMENTS

It is agreed by the parties that in 2014 CSAH 11 will be reconstructed to a 4-lane section. The roadway will have a center concrete median to the extent shown in "Exhibit A". Improvements include but are not limited to: traffic signal modifications at 101st Avenue NW and Egret Boulevard NW, traffic signal construction at 102nd Lane NW (pending MnDOT approval), right and left turn lanes, thru lanes, shoulders, curb & gutter, storm sewer, retaining walls, sidewalk and bituminous trail. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County and the City.

INTERSECTIONS:

As agreed by the parties, improvements to the following intersections have been incorporated in the Exhibit "A" Layout design:

Foley Boulevard / 101st Avenue NW: Full Access Intersection with traffic signal

Foley Boulevard / 102nd Avenue NW: City street access will be limited to right in/right out

Foley Boulevard / 102nd Lane NW: Full Access Intersection with traffic signal (pending MnDOT approval)

Foley Boulevard / 103rd Avenue NW: City street access will be closed to Foley Blvd.

Foley Boulevard / 104th Avenue NW: City street access will be limited to right in/right out

Foley Boulevard / 104th Lane NW: City street access will be closed to Foley Blvd.

Foley Boulevard / 105th Avenue NW: Full Access Intersection with side street stop control

Foley Boulevard / 105th Lane NW: City street access will be right in/right out on the east leg and closed to Foley Blvd. on the west leg of the intersection.

Foley Boulevard / 106th Avenue NW: City street access will be closed to Foley Blvd.

Foley Boulevard / Egret Boulevard NW: Full Access Intersection with traffic signal

RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit "A" Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

TRAFFIC SIGNALS:

The parties agree that traffic control signal systems at the 101st Avenue NW and Egret Boulevard NW intersections will be modified and a traffic signal at 102nd Lane NW will be constructed with this project. The parties agree that the cost of the construction of these signals, pending the availability of Federal funding, shall be standard County cost share, with 100% of the EVP costs and 75% of the traffic signal costs to the City of Coon Rapids and 25% of the traffic signal cost to the County.

The parties agree that the County is studying the feasibility of constructing a signal system at the CSAH 11/102nd Lane NW intersection as part of this project. If the Signal Justification Report (SJR) is approved by MnDOT, then pending the availability of Federal funding, standard County cost share will apply, with 100% of the EVP costs and 75% of the traffic signal costs to the City and 25% of the traffic signal costs to the County. Following the reconstruction, the ongoing traffic signal maintenance at the CSAH 11/102nd Lane NW intersection will be consistent with Anoka County warranted traffic signal maintenance practices, with the County 100% responsible for all ongoing traffic signal maintenance, the City reimbursing the County 100% for all ongoing EVP maintenance, the City 100% responsible for all luminaire maintenance, and 100% responsible for the ongoing supply of electrical power for the traffic signal system. If the SJR is not approved by MnDOT, the City may elect to construct the signal at 100% City cost (including design costs). The cost share and ongoing traffic signal maintenance at the CSAH 11/102nd Lane NW intersection will be consistent with Anoka County non-warranted traffic signal installation maintenance practices, with the County responsible for all traffic signal and EVP maintenance on a 100% reimbursable basis with the City (billed quarterly for 100% of all incurred costs), the City 100% responsible for all luminaire maintenance, and the City 100% responsible for the ongoing supply of electrical power for the traffic signal system.

DRAINAGE:

The City shall pay for a percentage of the cost of the storm sewer system, including the detention basins and their outlet structures. The City portion of the cost is based on contributing flow through the storm sewer system to the detention basin determined by the product of contributing area and runoff coefficient.

SIDEWALK:

The parties agree that all proposed sidewalk construction is replacing existing sidewalk except the new sidewalk to be constructed on the west side of CSAH 11 from 101st Ave. NW to 102nd Ln. NW. This work is eligible for Federal Funds with the County contributing the remaining cost since it is for replacement of existing sidewalk per standard County cost share policy. The City will contribute all matching funds for the new sidewalk construction as described.

The parties understand that the cost for the sidewalk includes: concrete surfacing, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County also pays for the design of the sidewalk, the additional right of way and easements required to construct the sidewalk at the proper location, and any removal items required to construct the sidewalk.

BITUMINOUS TRAIL:

The parties agree that the construction of the bituminous trail along the east side of the roadway is replacing existing sidewalk. This work is eligible for federal funds with the County contributing all matching funds since it is for replacement of an existing pedestrian facility (sidewalk). This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

The parties understand that the cost for the trail includes: bituminous surfacing, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County will pay for the design of the trail, wetland mitigation required by impacts caused by the trail, the additional right of way and easements required to construct the trail at the proper location, and any removal items, with the exception of any soil correction, required to construct the trail.

TRAFFIC CONTROL:

The parties understand and agree that CSAH 11 will have two lanes open to thru traffic during construction, and will always be open to emergency vehicles and local traffic. The parties agree and understand the cost share for traffic control for the City shall be a prorated share based on the City project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected by the Project will be reconstructed in kind with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The City shall supply the signed plan sheets and specifications for the proposed landscape/streetscape. The total cost of the design as well as the construction cost above standard median cost will be at the expense of the City. All construction documents must be submitted to the County by September 9, 2013. Maintenance of any landscaping/streetscaping will be the sole responsibility of the City.

UTILITIES:

The parties agree that the Exhibit "A" Layout does not include specific proposed utility locations. The City will be responsible for the design of any sanitary sewer and water main improvements and/or relocations due to road reconstruction, which will be incorporated into the project bid documents. The cost of these features shall be the responsibility of the City. The cost of construction of

these features, other than those relocations solely due to roadway reconstruction, shall be the responsibility of the City. The cost of construction of these features solely due to road reconstruction shall be the responsibility of the County. The City's design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by September 9, 2013.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing the permits required by the Coon Creek Watershed District, City permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or City regulations that affect construction at the time of the signing of this JPA. (e.g. setbacks, tree clearing ordinances, or any other city ordinances.)

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the actual "construction costs" and shall be so referred to herein. "Estimated costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$3,147,726.38. Federal funds available for the Project are capped at \$2,425,280. The federal funds shall be split based on the ratio of eligible costs incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

The total estimated construction cost to the City is \$596,541.39 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$136,916.99 (\$596,541.39 minus \$459,624.40, the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$596,541.39. The estimated cost to the City for construction engineering is \$47,723.31. In summary, the total City share of this project is \$644,264.70 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is *\$184,640.30 (see summary below).

*(\$596,541.39 - \$459,624.40 + \$47,723.31 = \$184,640.30, note: construction engineering costs are not federally eligible)

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$177,308.29. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

Upon final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged will

be made in the form of credit or additional charges to the City's share. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. <u>STRICT ACCOUNTABILITY</u>

A strict accounting shall be made of all funds and report of all receipts and shall be made upon request by either party. Prior to City payment to the County, Anoka County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. The City shall pay its pro rata share of costs which the County incurred prior to such notice of termination.

IX. SIGNALIZATION POWER

The City shall at their sole expense, install and cause the installation of an adequate electrical power source to the service cabinet for the CSAH 11/101st Ave, CSAH 11/102nd Lane (pending MnDOT approval) and CSAH 11/Egret Blvd. traffic control signal systems including any necessary extension of power lines. The City shall be the lead agency in this matter. Upon completion of said traffic control signal installation, the ongoing cost of the electrical power to the signal shall be the sole cost and expense of the City.

X. <u>MAINTENANCE</u>

- A. Maintenance of the completed storm sewer (except catch basins and catch basin leads) and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.
- B. Maintenance of all sidewalks, including snow plowing, shall be the sole responsibility of the City.
- C. Maintenance of the bituminous trails shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items and shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- D. Maintenance of crosswalk pavement markings on City streets shall be the responsibility of the City. The City will be responsible for all crosswalk pavement markings for the crossings at all city streets.
- E. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City.
- F. Maintenance of the completed traffic control signals and signal equipment at the intersections of CSAH 11/101st Avenue NW, CSAH 11/102nd Lane NW (pending MnDOT approval) and CSAH 11/Egret Boulevard NW shall be the sole obligation of the County.
- G. The County shall maintain the said traffic signal controllers, traffic signals and pedestrian indications, loop detectors and associated wiring of the said traffic control signals at the sole obligation of the County.
- H. Painting of the traffic signal shall be the sole obligation of the County. Any variation of painting color standards will be billed to the City.
- I. Timing of the traffic signal shall be determined by the County.
- J. Only the County shall have access to the controller cabinet.
- K. The traffic control signal shall be the property of the County.
- L. The City shall be responsible for maintenance of the luminaries, luminaire relamping, and luminaire painting.
- M. All maintenance of the EVP Systems shall be completed by the County. The City shall be billed by the County on a quarterly basis for all incurred costs.
- N. EVP Emitter Units may be installed on and used only by Emergency Vehicles responding to an emergency as defined in Minnesota Statutes §169.01, Subdivision 5, and §169.03. The City shall provide a list to the County Engineer, or the County's duly appointed representative, of all such vehicles with emitter units on an annual basis.
- O. Malfunctions of the EVP System shall be immediately reported to the County.

- P. All timing of said EVP System shall be determined by the County.
- Q. In the event said EVP System or components are, in the opinion of the County, being misused, or the conditions set forth are violated, and such misuse or violation continues after receipt by the City, written notice thereof from the County, the County shall remove the EVP System. Upon removal of the EVP System pursuant to this paragraph, the field wiring, cabinet wiring, detector receiver, infrared detector heads and indicator lamps and all other components shall become the property of the County.

XI. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Manager of City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, on behalf of the City.

XII. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XIII. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

COUNTY OF ANOKA

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

CITY OF COON RAPIDS

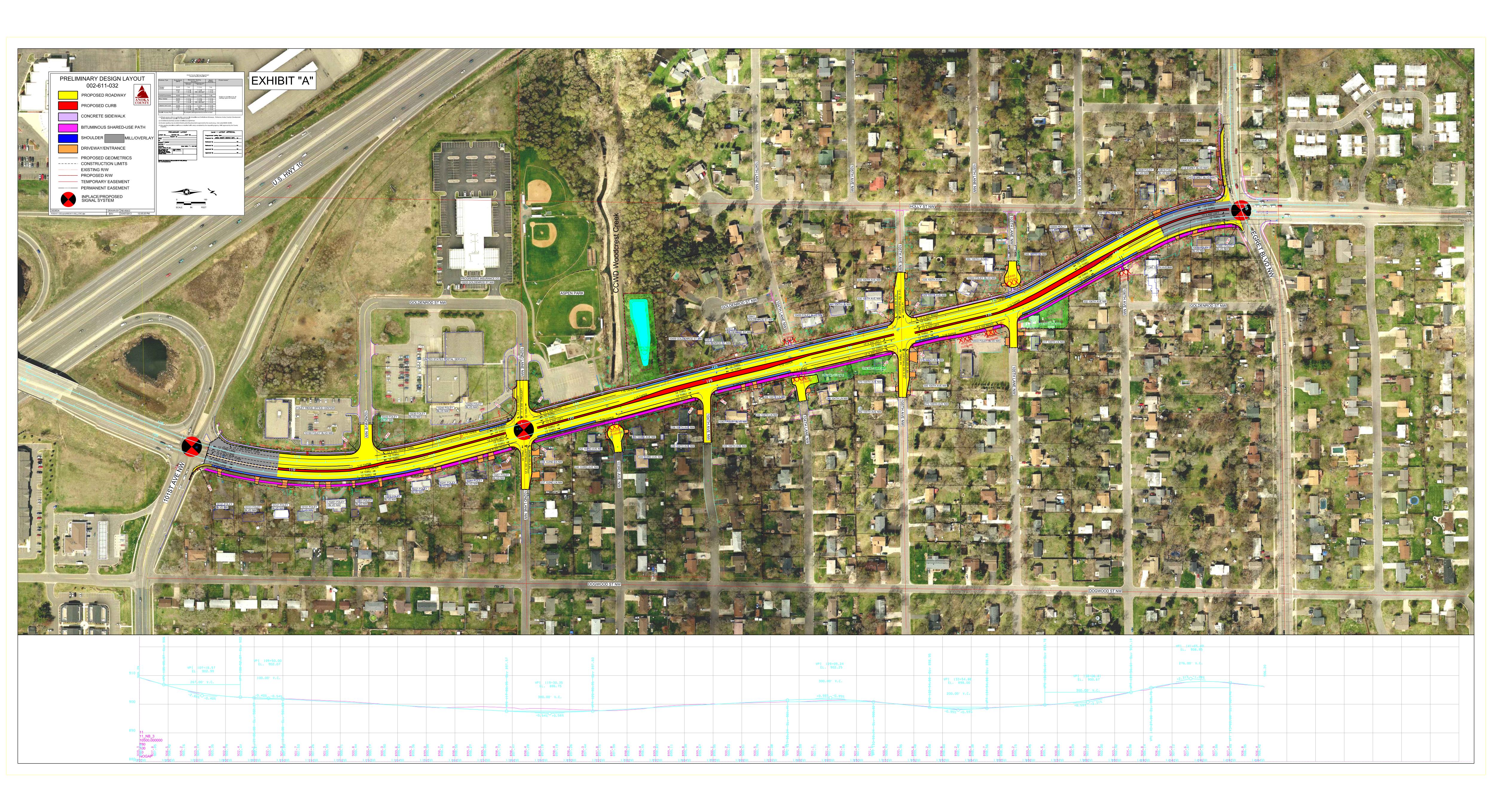
Bv:	Bv:	
By: Rhonda Sivarajah, Chair	By: Tim Howe	
Board of Commissioners	Mayor	
Dated:	Dated:	
ATTEST		
Bv:	Bv:	
By: Jerry Soma	By: Steve Gatlin	
County Administrator	City Manager	
Dated:	Dated:	
Dated: RECOMMENDED FOR APPROVAL		
By:	Ву:	
Douglas W. Fischer, P.E.	David Brodie	
County Engineer	City Attorney	
Dated:	Dated:	_
APPROVED AS TO FORM		
By:		
Dan Klint		
Assistant County Attorney		
Dated:		

EXHIBIT "C"

COST-SHARING AGREEMENT FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS

<u>ITEMS</u>	COUNTY SHARE	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0*1
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
Unles	s existing trail not placed at edge of	R/W
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter*2	based on state aid letter*2
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new & replacements (communities larger than 5,00 w/ State Aid approved SJR	1/2 the cost of its legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000 w/ State Aid approved SJR) 100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	*3	*3
Right-of-Way	100%*4	0%
Street Lights	0%	100%
Noise Walls	100%, if not previously notified *5	100%, if previously notified *5

- *1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.
- *2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.
- *3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.
- In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.
- *5 Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. Maintenance shall be the responsibility of the agency paying for the initial installation. When the County is the responsible agency, it shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, the requesting agency will pay the additional cost above the cost of standard noise wall.



				002-611-	032 60% ENC	GINEER'S E	STIMATE OI	F CONSTRUCTION CO	STS (EXH	IIBIT "B")								
ITEM			PARTICIPATING FEDERAL FUNDS NON-PARTICIPATING NON-PARTICIPATING UNIT PROJECT TOTAL ANOKA COUNTY CITY OF COON RAPIDS (B) STORM SEWER LOCAL STATE AID FUND LOCAL FUNDS															
NUMBER	ITEM	UNIT	PRICE	PROJEC		SP 002	2-611-032 (A)	MSAP 114-020-047 (B)	COUNTY=68		ANOKA (COUNTY (E)	CITY OF COO	ON RAPIDS (F)	ANOKA C	OUNTY (G)	CITY OF CO	ON RAPIDS (H)
2021.501	MOBILIZATION	LUMP SUM	\$100.000.00	QUANTITY 1	\$100,000.00	QUANTITY 0.845	\$84,500.00	QUANTITY AMOUNT 0.155 \$15,500.00	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
2031.501	FIELD OFFICE TYPE D	EACH	\$15,000.00	1	\$15,000.00	0.845	\$12,675.00	0.155 \$2,325.00										
2041.610	TRAINEES	HOUR	\$1.00															
2101.501 2101.502	CLEARING CLEARING	ACRE TREE	\$2,000.00	0.15	\$300.00	0.15	\$300.00											
2101.502	GRUBBING	ACRE	\$100.00 \$2,000.00	224 0.15	\$22,400.00 \$300.00	224 0.15	\$22,400.00 \$300.00											
2101.507	GRUBBING	TREE	\$100.00	242	\$24,200.00	242	\$24,200.00											
2102.502	PAVEMENT MARKING REMOVAL	LIN FT	\$2.50															
2104.501 2104.501	REMOVE PIPE CULVERTS REMOVE WATER MAIN	LIN FT LIN FT	\$8.00 \$2.50	+									-					
2104.501	REMOVE PIPE SEWERS	LIN FT	\$2.50	2997	\$26,973.00	2,997	\$26,973.00											
2104.501	REMOVE CURB AND GUTTER	LIN FT	\$3.00	9552	\$28,656.00	9,552	\$28,656.00											
2104.501	REMOVE BITUMINOUS CURB	LIN FT	\$3.00															
2104.501	REMOVE GUARDRAIL	LIN FT	\$5.00	103	\$515.00	103	\$515.00											
2104.501 2104.501	REMOVE RETAINING WALL REMOVE FENCE	LIN FT LIN FT	\$10.00 \$2.50	+		1	+			1	1						1	
2104.503	REMOVE FENCE REMOVE BITUMINOUS WALK	SQ FT	\$1.00	1														
2104.503	REMOVE CONCRETE WALK	SQ FT	\$1.75	30544	\$53,452.00	30,544	\$53,452.00											
2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$9.00	1094	\$9,846.00	1,094	\$9,846.00						ļ		1			
2104.505 2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT REMOVE BITUMINOUS PAVEMENT	SQ YD SQ YD	\$3.00 \$3.00	1004 26228	\$3,012.00 \$78,684.00	1,004	\$3,012.00 \$78,684.00			-								
2104.505	REMOVE BITUMINOUS PAVEMENT REMOVE PIPE APRON	SQ YD EACH	\$3.00 \$200.00	26228	\$78,684.00 \$200.00	26,228 1	\$78,684.00 \$200.00						1	 	1			
2104.509	REMOVE CONCRETE HEAD WALL	EACH	\$300.00	<u> </u>	Ψ200.00	i '	\$250.00						1		1			
2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	\$400.00	34	\$13,600.00	34	\$13,600.00											
2104.509	REMOVE GATE VALVE & BOX	EACH	\$280.00	 			-	 		1								
2104.509 2104.509	REMOVE VALVE BOX REMOVE BITUMINOUS FLUME	EACH EACH	\$260.00 \$150.00	+									-					
2104.509	REMOVE SIGNAL SYSTEM	EACH	\$9,000.00	+														
2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$5.00	205	\$1,025.00	205	\$1,025.00											
2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$2.50	1277	\$3,192.50	1,277	\$3,192.50											
2104.523	SALVAGE MAIL BOX SUPPORT	EACH	\$2.50	40	64 000 00	40	64 000 00											
2104.523 2104.523	SALVAGE SIGN TYPE C SALVAGE SIGN TYPE D	EACH EACH	\$25.00 \$25.00	48	\$1,200.00 \$100.00	48	\$1,200.00 \$100.00	 					1	1				
2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	\$30.00	11	\$330.00	11	\$330.00						Ì					
2104.601 2104.603	HAUL SALVAGED MATERIAL ABANDON WATER MAIN	LUMP SUM LIN FT	\$1,000.00 \$2.00															
2105.501	COMMON EXCAVATION (EV) (P)	CU YD	\$6.00	16,426	\$98,556.00	16,426	\$98,556.00											
2105.501	COMMON EXCAVATION (EV) (PONDS)	CU YD	\$7.00	10,420	ψ90,000.00	10,420	ψ90,330.00											
2105.505	MUCK EXCAVATION	CU YD	\$7.50															
2105.507	SUBGRADE EXCAVATION (EV) (P)	CU YD	\$7.00	10,847	\$75,929.00	10,847	\$75,929.00											
2105.522	SELECT GRANULAR BORROW (CV)	CU YD	\$10.00	1,716	\$17,160.00	1,716	\$17,160.00						1					
2118.501	AGGREGATE SURFACING CLASS 5	TON	\$30.00															
2123.610	DOZER	HOUR	\$45.00															
2130.501	WATER	M GALLONS	\$25.00	500	\$12,500.00	500	\$12,500.00											
2211.501	AGGREGATE BASE CLASS 5	TON	\$15.00	5,863	\$87,945.00	5,863	\$87,945.00											
2211.503 2232.501	AGGREGATE BASE (CV) CLASS 5 (P) MILL BITUMINOUS SURFACE	CU YD SQ YD	\$28.00 \$2.00															
		0411011	***	0.450	*******	0.470	40.000.00											
2357.502 2360.501	BITUMINOUS MATERIAL FOR TACK COAT TYPE SP 12.5 WEARING COURSE MIX (2.B)	GALLON TON	\$2.50 \$60.00	3,472 628	\$8,679.75 \$37,679.63	3,472 123	\$8,679.75 \$7,380.00	505 \$30,299.63										
2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B) TYPE SP 12.5 WEARING COURSE MIX (3,F)	TON	\$70.00	7,983	\$558,810.00	7,983	\$558,810.00	σου ψου,233.03										
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$60.00	4,241	\$254,460.00	4,241	\$254,460.00											
	MARIN AR PLANTAGE TO THE PARTY OF THE PARTY			_						ļ								
2411.618 2422.618	MODULAR BLOCK RETAINING WALL WOOD NOISE BARRIER	SQ FT SQ FT	\$35.00 \$20.00	1,629	\$57,015.00	1,629	\$57,015.00							 			1	
2422.618	FINE FILTER AGGREGATE (LV)	CU YD	\$25.00										1		1			
2451.509	AGGREGATE BEDDING (CV)	CU YD	\$20.00															
2451.607	TRENCH STABILIZATION MATERIAL (CV)	CU YD	\$23.00															
2504.545	15" DC DIDE ADDON	FACIL	\$500.00	1	\$500.00		1			\$500.00					1			
2501.515 2501.515	15" RC PIPE APRON 18" RC PIPE APRON	EACH EACH	\$500.00 \$600.00	1	\$500.00	1	+		1	\$500.00							1	
2501.515	21" RC PIPE APRON	EACH	\$600.00	†						†			İ	1	İ			
2501.515	24" RC PIPE APRON	EACH	\$600.00															
2501.515	27" RC PIPE APRON	EACH	\$650.00	1	Amac					A-0.5								
2501.515 2501.602	30" RC PIPE APRON TRASH GUARD FOR 15" PIPE APRON	EACH EACH	\$700.00 \$300.00	1 1	\$700.00 \$300.00		1		1	\$700.00 \$300.00			1	 	1		 	
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$300.00 \$500.00	+ '	φουυ.υυ		<u> </u>			φουυ.υυ			 		 			
2501.602	TRASH GUARD FOR 30" PIPE APRON	EACH	\$800.00	1	\$800.00				1	\$800.00								
2502.541	3" PERF TP PIPE DRAIN	LIN FT	\$6.00										1		1			
2503.541	15" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$30.00	2,765	\$82,950.00	<u> </u>			2,765	\$82,950.00		<u> </u>						
2503.541	18" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$30.00	508	\$15,240.00				508	\$15,240.00								
2503.541	21" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$35.00	284	\$9,940.00		-		284	\$9,940.00					_			
2503.541 2503.541	24" RC PIPE SEWER DESIGN 3006 CL III 27" RC PIPE SEWER DESIGN 3006 CL III	LIN FT LIN FT	\$40.00 \$45.00	477 547	\$19,080.00 \$24,615.00				477 547	\$19,080.00 \$24,615.00			1		1			
2503.541	30" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$45.00 \$50.00	476	\$23,800.00				476	\$23,800.00								
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$400.00															
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$800.00				ļ											-
2503.603	8" PVC SANITARY SEWER PIPE SDR 26	LIN FT	\$50.00					1		1								

002-611-032 60% ENGINEER'S ESTIMATE OF CONSTRUCTION COSTS (EXHIBIT "B") NON-PARTICIPATING NON-PARTICIPATING PARTICIPATING FEDERAL FUNDS LOCAL STATE AID FUND LOCAL FUNDS PROJECT TOTAL ANOKA COUNT CITY OF COON RAPIDS (B ITEM UNIT ITEM NUMBER PRICE SP 002-611-032 MSAP 114-020-047 COUNTY=68% COON ANOKA COUNTY (E) CITY OF COON RAPIDS (F) CITY OF COON RAPIDS (H) RAPIDS=32% (D) QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT QUANTITY AMOUNT 8" PVC SANITARY SEWER PIPE SDR 35 LIN FT \$55.00 2504.602 RELOCATE HYDRANT & VALVE EACH \$2,500,00 \$17.500.00 \$17,500,00 2504.602 VALVE BOX EACH \$300.00 EACH 2504.602 ADJUST GATE VALVE & BOX \$4,200.00 14 \$4,200.00 \$300.00 EACH 2504.602 6" GATE VALVE AND BOX \$1,500.00 EACH \$1,800.00 2504.602 12" GATE VALVE AND BOX EACH \$2,500.00 2504.602 2" CORPORATION STOP FACH \$215.00 2504,604 4" POLYSTYRENE INSULATION SQ YD \$30.00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN H LIN FT \$11,154.00 \$11,154.00 \$220.00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN G LIN FT \$250.00 74.9 \$18,725.00 74.9 \$18,725.00 LIN FT \$33,960.00 2506.501 113.2 113.2 \$33,960.00 \$300.00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN 54-4020 LIN FT 20.0 \$6,600,00 20.0 \$6,600,00 \$330.00 41.6 2506.501 CONST. DRAINAGE STRUCTURE DESIGN 60-4020 LIN FT \$350.00 \$14.560.00 41.6 \$14.560.00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN 66-4020 LIN FT \$370.00 19.1 \$7.067.00 19.1 \$7,067,00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN 72-4020 LIN FT \$500.00 9.9 \$5,445,00 9.9 \$5.445.00 2506.501 CONST. DRAINAGE STRUCTURE DESIGN 84-4020 LIN FT \$550.00 2506.516 CASTING ASSEMBLY EACH 80 \$48,000.00 80.0 \$48,000.00 \$600.00 2506.522 ADJUST FRAME & RING CASTING EACH \$950.00 2506 602 RECONSTRUCT DRAINAGE STRUCTURE EACH 2506.602 ADJUST DRAINAGE STRUCTURE FACH \$400.00 2506.602 CONSTRUCT SANITARY MANHOLE - TYPE 301 EACH \$400.00 2506.603 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL LIN FT \$230.00 2511.501 RANDOM RIPRAP CLASS II CU YD \$657.00 \$657.00 \$90.00 SQ YD \$3.50 2521.501 4" CONCRETE WALK SQ FT \$4.00 19.036 \$76,144,00 14.279 \$57.116.00 4.757 \$19.028.00 2521 501 6" CONCRETE WALK SO FT \$5.00 1.644 \$8,220.00 1.493 \$7,465,00 151 \$755.00 2531.501 CONCRETE CURB & GUTTER DESIGN B612 LIN FT \$8.50 2531.501 CONCRETE CURB & GUTTER DESIGN B418 9.643 \$96,430,00 9.643 \$96,430,00 LIN FT \$10.00 LIN FT 3,491 3,491 \$41,892.00 2531.501 CONCRETE CURB & GUTTER DESIGN B424 6,982 \$83,784.00 \$41,892.00 \$12.00 2531.503 CONCRETE MEDIAN SQ YD 2,821 \$141,050.00 2,821 \$141,050.00 \$50.00 2531.507 6" CONCRETE DRIVEWAY PAVEMENT SQ YD \$50.00 434 \$21,700.00 434 \$21,700.00 2531.604 CONCRETE DRAINAGE FLUME SQ YD \$100.00 2531.618 TRUNCATED DOMES SQ FT \$40.00 184 \$7,360.00 184 \$7,360.00 \$6.00 2533.507 PORTABLE PRECAST CONCRETE BARRIER DES 8337 LIN FT \$70,000.00 \$70,000.00 \$20.00 3,500 3,500 2533.508 RELOCATE PRECAST CONCRETE BARRIER DES 8337 LIN FT 3,500 \$35,000.00 \$10.00 3,500 \$35,000.00 EACH 2540.602 MAIL BOX SUPPORT \$9.00 2540.602 RELOCATE MAIL BOX SUPPORT EACH \$10.00 \$160.00 \$160.00 2554.523 END TREATMENT - ENERGY ABSORBING TERMINAL AMBY \$18,000.00 6 \$18,000.00 \$3,000.00 2563.602 RAISED PAVEMENT MARKER TEMPORARY EACH \$1.40 2563.610 POLICE OFFICER HOUR \$90.00 SQ FT 2564.531 SIGN PANELS TYPE C \$30.00 427 \$12,810.00 427 \$12,810.00 2564.531 SIGN PANELS TYPE SQ FT \$35.00 2564.537 INSTALL SIGN TYPE SPECIAL EACH \$200.00 2564.602 CULVERT MARKER X4-3 EACH 2565.511 TRAFFIC CONTROL SIGNAL SYSTEM A SIG SYS \$100,000,00 \$100,000,00 0.25 \$25,000,00 0.75 \$75.000.00 2565.511 TRAFFIC CONTROL SIGNAL SYSTEM B SIG SYS \$250,000.00 1 \$250,000.00 0.25 \$62,500.00 0.75 \$187,500.00 2565.511 TRAFFIC CONTROL SIGNAL SYSTEM C SIG SYS \$100,000.00 0.25 \$25,000.00 0.75 \$75,000.00 \$100,000.00 \$15,000.00 2565,601 EMERGENCY VEHICLE PREEMPTION SYSTEM B LUMP SUM \$15,000.00 0.25 \$3,750,00 0.75 \$11,250,00 2565.601 EMERGENCY VEHICLE PREEMPTION SYSTEM C LUMP SUM \$15,000.00 \$3,750.00 0.75 \$11,250.00 2565.601 TRAFFIC CONTROL INTERCONNECTION LUMP SUM \$18,000.00 2565.602 SIGNAL SERVICE CABINET EACH \$9,000.00 SYSTEM 2565.616 TEMPORARY SIGNAL SYSTEM \$80,000.00 2573.502 SILT FENCE, TYPE MACHINE SLICED \$7,326.00 \$7,326.00 \$2.00 3,663 3,663 2573.505 FLOTATION SILT CURTAIN LIN FT \$10.00 2573.530 STORM DRAIN INLET PROTECTION EACH \$150.00 84 \$12,600,00 84 \$12,600.00 2573,550 EROSION CONTROL SUPERVISOR LUMP SUM \$15,000,00 \$15,000,00 \$15,000,00 2575.501 SEEDING ACRE \$374.00 \$374.00 \$220.00 2575.502 SEED MIXTURE 270 POUND \$940.00 \$20.00 2575.502 SEED MIXTURE 325 POUND \$20.00 \$1,880.00 \$1,880.00 2575.502 SEED MIXTURE 350 POUND \$15.00 2575.505 SODDING TYPE SALT RESISTANT SQ YD \$3.00 6,970 \$20,910.00 \$20,910.00 2575.511 MULCH MATERIAL TYPE 1 TON \$200.00 2575.519 DISK ANCHORING ACRE \$60.00 2575.523 EROSION CONTROL BLANKETS CATEGORY 3 SQ YD \$0.70 2575.532 FERTILIZER TYPE 3 POUND \$352.80 \$352.80 \$0.80 441 441 2575.532 FERTILIZER TYPE 4 POUND \$0.90 \$218.70 \$218.70 243 243 2575.571 RAPID STABILIZATION METHOD 3 M GALLON \$300.00 2582 501 PAVEMENT MESSAGE (LT ARROW) PREFORMED THERMOPI ASTIC FACH \$1,300.00 \$1,300,00 2582.501 PAVEMENT MESSAGE (RT ARROW) PREFORMED THERMOPLASTIC EACH \$260.00 14 \$3,640.00 14 \$3,640,00

ITEM NUMBER UNIT PRICE PROJECT TOTAL ANOKA COUNTY CITY OF COON RAPIDS (B) STORM SEWER LOCAL STATE AID FUND LOCAL FUND NOWARD 114-020-047 COUNTY=68% COON RAPIDS=32% (D) ANOKA COUNTY (E) CITY OF COON RAPIDS (F) ANOKA COUNTY (G) CITY OF COON RAPIDS (F) ANOKA COUNTY (F) CITY OF COON RAP					002-611-	-032 60% EN	GINEER'S ES	STIMATE OF	F CONSTRU	ICTION CO	STS (EXH	IBIT "B")								
NUMBER PRICE SPUD2-14-02-047 CONNTY-BDS-32-06	ITEM		LINIT		PROJEC	BRO JECT TOTAL					SEWER					NON-PARTICIPATING LOCAL FUNDS				
2582.502 24" SOLID LINE WHITE - PREFORMED THERMOPLASTIC LIN FT \$7.00	NUMBER	ITEM I LINIT I	UNIT	PRICE					MSAP 114-020-047 (B)				ANOKA COUNTY (E)		CITY OF COON RAPIDS (F)		` '		CITY OF COON RAPIDS (H)	
2582.502 4* SOLID LINE YELLOW - PREFORMED THERMOPLASTIC LIN FT \$6.00 10,552 \$5,276.00 10,55				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
2582.502 4' SOLID LINE WHITE - EPOXY LIN FT \$0.50 10,552 \$5,276.00 \$5,276.00 10,552 \$5,276.00 10,552 \$5,276.00 10,552 \$5,276.00 10,552 \$5,276.00 10,552 \$5,276.	2582.502	24" SOLID LINE WHITE - PREFORMED THERMOPLASTIC	LIN FT	\$7.00																
2582.502 4" BROKEN LINE WHITE - EPOXY LIN FT \$0.55 1,460 \$803.00 1,460 \$803.00 1 5803.00 1	2582.502	24" SOLID LINE YELLOW - PREFORMED THERMOPLASTIC	LIN FT	\$6.00																
2582.502 8° BROKEN LINE WHITE - EPOXY LIN FT \$0.80 </td <td>2582.502</td> <td>4" SOLID LINE WHITE - EPOXY</td> <td>LIN FT</td> <td>\$0.50</td> <td>10,552</td> <td>\$5,276.00</td> <td>10,552</td> <td>\$5,276.00</td> <td></td>	2582.502	4" SOLID LINE WHITE - EPOXY	LIN FT	\$0.50	10,552	\$5,276.00	10,552	\$5,276.00												
2582.502 4" SOLID LINE YELLOW - EPOXY LIN FT \$0.50 7,070 \$3,535.00 7,070 \$3,535.00 2582.502 4" DOUBLE SOLID LINE YELLOW - EPOXY LIN FT \$0.50 7,070 \$3,535.00 1 1	2582.502	4" BROKEN LINE WHITE - EPOXY	LIN FT	\$0.55	1,460	\$803.00	1,460	\$803.00												
2582.502 4" DOUBLE SOLID LINE YELLOW - EPOXY LIN FT \$0.50	2582.502	8" BROKEN LINE WHITE - EPOXY	LIN FT	\$0.80																
	2582.502	4" SOLID LINE YELLOW - EPOXY	LIN FT	\$0.50	7,070	\$3,535.00	7,070	\$3,535.00												
2582.503 CROSSWALK MARKING - WHITE PREFORMED THERMOPLASTIC SQ FT 12.00 1,700 \$20,400.00 1,700 \$20,400.00	2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN FT	\$0.50																
	2582.503	CROSSWALK MARKING - WHITE PREFORMED THERMOPLASTIC	SQ FT	12.00	1,700	\$20,400.00	1,700	\$20,400.00												

Federal Funds Available	\$2,425,280.00	Funding Group:		Group A	Ι Γ	Group B	Group C]	Group D	1	Group E	1	Group F	Group G
% Federal Funding	77.05%	Totals:	\$3,147,726.38	\$2,322,233.75		\$488,799.63	\$336,693.00							
		Total Federal Eligible Items:	\$3,147,726.38	\$2,322,233.75		\$488,799.63	\$336,693.00							
		Federal Funds Available	\$2,425,280.00	\$1,789,249.25		\$376,613.41	\$259,417.34							
		Rounded to:		\$1,789,250.00		\$376,610.00	\$259,420.00							

	SP 002-611-032 - CSAH	111 Improvem	nent Project - Fl	JNDING SPLI	TS				
	0. 002 01. 002 00. 11		NOKA COUNTY	CITY OF COON RAPIDS					
	PROJECT TOTALS	TOTAL	FEDERAL FUNDS	STATE AID FUNDS	LOCAL FUNDS	TOTALS	FEDERAL FUNDS	STATE AID FUNDS	LOCAL FUNDS
ROADWAY	2,811,033.38	2,322,233.75	1,789,250.00	532,983.75		488,799.63	376,610.00	112,189.63	
DRAINAGE (68.0% County, 32.0% Coon Rapids)	336,693.00	228,951.24	176,405.60	52,545.64		107,741.76	83,014.40	24,727.36	
CONSTRUCTION TOTAL	3,147,726.38	2,551,184.99	1,965,655.60	585,529.39		596,541.39	459,624.40	136,916.99	
8% CONSTRUCTION ENGINEERING	251,818.11	204,094.80		204,094.80		47,723.31		47,723.31	
DESIGN ENGINEERING									
RIGHT OF WAY									
UTILITY RELOCATION									
PROJECT TOTAL	3,399,544.49	2,755,279.79	1,965,655.60	789,624.19		644,264.70	459,624.40	184,640.30	

County 68.0% Coon Rapids 32.0%

DRAINAGE COST SPLITS %



14601 Ramsey Boulevard Ramsey, Minnesota 55303 763-323-2600 Fax: 763-323-2711 1-800-642-1672 www.connexusenergy.com info@connexusenergy.com

Mr. Robert Moberg City of Coon Rapids 11155 Robinson Drive NW Coon Rapids MN 55433-3761 January 29, 2013

Dear Mr. Moberg,

I have prepared the following proposal to install streetlights on Foley Boulevard in Coon Rapids as shown on the attached drawing. Connexus Energy will install, retain ownership, and will provide ongoing maintenance of the lights, including locating services, and full replacement of knockdowns, under our monthly energy and maintenance rate. The installation costs shown below are a preliminary estimate prior to the final design by Connexus Energy's engineering department.

Light Fixtures

7 - 135 Watt Phillips Roadview LED fixtures on 30' square fiberglass poles 5 – 56 Watt LED Acorn style decorative fixtures on 14' fluted fiberglass poles Total material, labor for 2014 construction. \$64,505.00

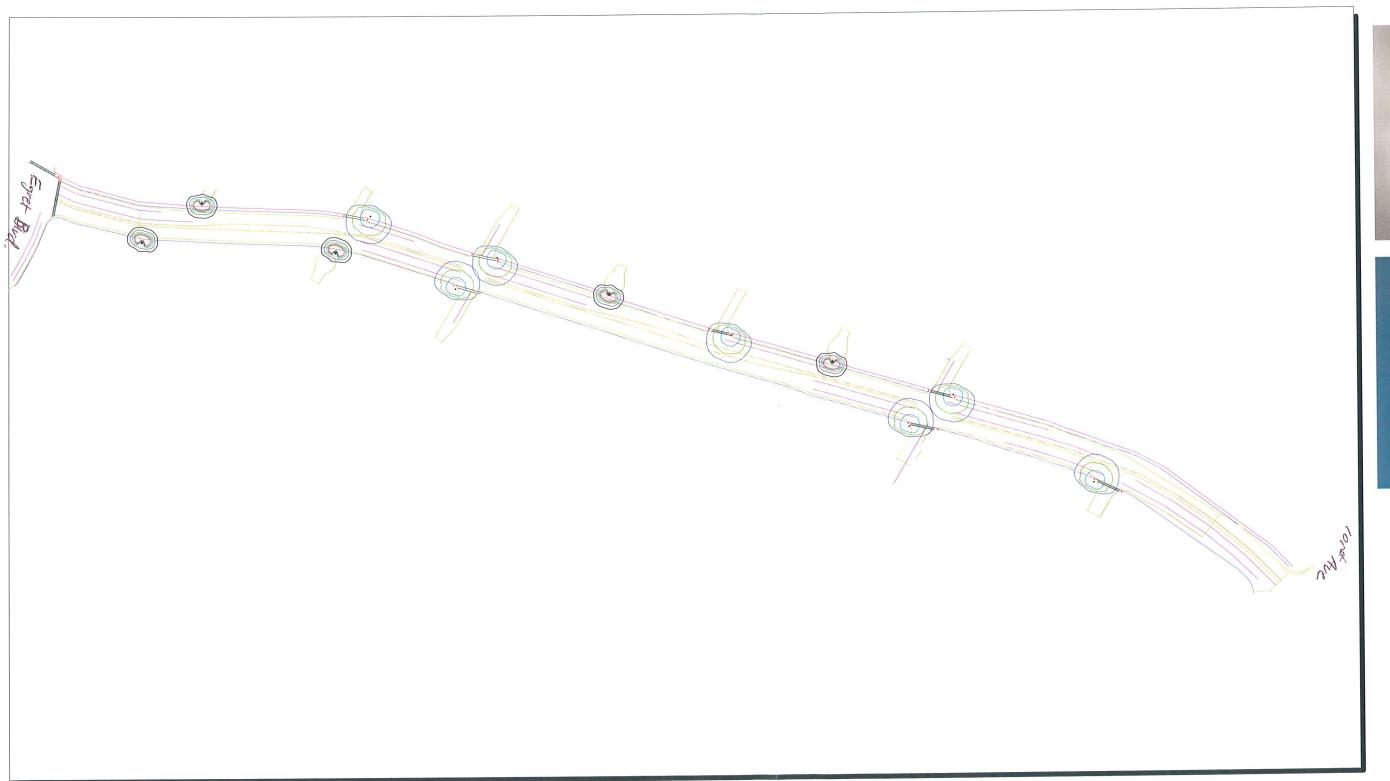
The monthly energy and maintenance rate for the 135 watt LED lights will be \$7.46 per light, per month and \$5.88 per light per month for the 56 watt LED lights.

The lights will be installed to utility specifications, will be un-metered, and will operate on a dusk-to-dawn schedule. The above installation costs do not include groomed turf restoration, and are based upon our best practices. If job site conditions beyond our control prevent normal installation procedures or if winter construction is required, additional charges may be applied.

Please indicate your acceptance of this proposal by returning a signed copy via, USPS, Fax 763-323-2711, or e-mail: leoo@connexusenergy.com

I hope that this information is satisfactory for you. Do not hesitate to contact me if you have any questions.

Sincerely	
Ge City	Accepted by:
Key Account Representative	Date:
Key Account Representative	Date:







Coon Rapids, Foley Blvd



Lumin	aire Schedule	
Qty	Label	Description
7	135W RVS LE-4	RVS-135W80LED4K-LE4
5	LED Acorn	K118R-BAAR-III-60(SSL)5000-120



City Council Regular 18.

Meeting Date: 03/19/2013

Subject: CRMAF Special Meeting Report – Recommendations on Funding Home for Generations II and

other CRMAF Loan Program Funds

From: Cheryl Bennett, Housing and Zoning

Coordinator

INTRODUCTION

The Coon Rapids Mortgage Assistance Foundation (CRMAF) met in a Special Meeting on March 8, 2013, to consider participation in the Home for Generations II (HFG II) remodeling incentive program approved by the Coon Rapids Housing and Redevelopment Authority (HRA) on February 19, 2013. The Board of Directors is forwarding recommendations to the City Council regarding funding for the HFG II program as well as other existing loan programs within the Coon Rapids Housing Program Home Improvement Loan Program. The Bylaws of the CRMAF require that the minutes of meetings of the Board of Directors be forwarded to the Coon Rapids City Council. Forwarded herewith are minutes of the Special Meeting held March 8, 2013.

DISCUSSION

At their meeting on March 8, the CRMAF considered the loan program guidelines for the HFG II program loans together with options for funding several HFG II program components. These components include a dedicated loan pool to serve this program; marketing efforts, including a special event to initiate the program; funding to underwrite the cost of architectural and design consultations for homeowners; and funding to contribute to the incentive rebates of the HFG II program. In addition, the Board of Directors discussed current fund levels of existing Coon Rapids Housing Program home improvement loan pools. The recommendations of the Board of Directors follow.

The proposed guidelines for the HFG II loan fund can be found in the attached Coon Rapids Housing Program Guidelines beginning on page ten. The guidelines (underlined) are placed within the Housing Program Guidelines and will be serviced under contracts with the existing loan administrator and servicer. The guidelines provide for amortizing loans of up to \$50,000 at a fixed 4.5 percent interest for 20 years for properties enrolled in the HFG II program. With the exception of the age of the structure, the guidelines match the HRA's program concept. The program concept requires structures be constructed prior to 1990. The Board of Directors decided it would be more beneficial to set a specific age of the structure and set it at 20 years as of January 1 of the year the loan is closed; this provision makes additional properties eligible for the program each year. The Board of Directors recommended the Coon Rapids HRA amend the age of structure terms of the HFG II program concept approved by the HRA on February 19, 2013. This recommendation will be brought forth to the HRA at a later time. The HRA program concept is more restrictive than the loan program guidelines as to the age of the structure and, therefore, no homeowner will be denied access to the funding program because of this difference. At this time, the Board of Directors is recommending the City Council approve the Home for Generations II Program/Revolving Loan Fund guidelines as presented.

The Board of Directors recommends that the City Council approve funding for the Home for Generations II Program/Revolving Loan Fund in the amount of \$500,000. The funds will be transferred from the CRMAF Program Fund 20000 to the Housing Program Fund 19000. The Fund 20000 year end 2012 balance stands at \$4,258,272. (This figure does not include fourth quarter interest or the fair market value adjustment.)

The Board of Directors discussed marketing efforts including a special event to initiate the program inviting homeowners to meet with architects, designers, landscape designers, contractors and city staff. They are recommending the City Council approve funding in the amount of \$4,000 be transferred from CRMAF Program Fund 20000 to Housing Program Fund 19000 to cover program marketing costs.

The CRMAF Board of Directors was asked to consider funding HFG II program components by providing \$5,000 to help underwrite the cost of the architectural/design consultation required of all program participants and \$2,500 toward the program incentive grant. The Board of Directors authorized \$5,000 from the CRMAF Account Deposit Fund 82000 be used to underwrite the cost of architectural/design consultations up to \$250 per participant. No Council action is required regarding this decision. The Board of Directors declined to contribute funding to the incentive grant at this time. They indicated they would entertain future requests if the program is successful.

In other action, the Board of Directors considered existing available loan pool funds in the Coon Rapids Housing Program – the Home Improvement Incentive, Home Rehabilitation Assistance, Two-family Home Exterior Rehabilitation and Emergency Home Repair loan funds. To date, nearly \$2.4 million in loans have been issued. The available loan pool stands at \$300,545. Because of recent increased interest in the program, and signs of an improving housing market and economy, the Board of Directors is recommending the City Council authorize an additional \$300,000 in funding be made available for these loan programs. Under previous authority granted by the City Council, the Executive Committee of the CRMAF is authorized to determine the distribution of the funds among the loan pools.

RECOMMENDATION

The Coon Rapids Mortgage Assistance Foundation Board of Directors recommends the City Council:

- a. Approve the Home for Generations II Program/Revolving Loan Fund Program Guidelines as presented.
- b. Approve funding for the Home for Generations II Program/Revolving Loan Fund in the amount of \$500,000, and authorize the transfer of that same amount from the Coon Rapids Mortgage Assistance Program Fund 20000 to the Housing Program Fund 19000.
- c. Approve funding for Housing Program marketing in the amount of \$4,000, and authorize the transfer of that same amount from the Coon Rapids Mortgage Assistance Program Fund 20000 to the Housing Program Fund 19000.
- d. Approve funding for the Coon Rapids Housing Program loan pools in the amount of \$300,000, and authorize the transfer of that same amount from the Coon Rapids Mortgage Assistance Program Fund 20000 to the Housing Program Fund 19000.

Attachments

CRMAF Minutes of 3/8/2013

Housing Program Guidelines

COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION – SPECIAL MEETING MINUTES OF MARCH 8, 2013

The March 8, 2013, meeting was called to order by President Naeve at 8:30 a.m.

1. Roll Call

Members Present Donna Naeve, President Jim Stanton, Vice President

Scott Schulte, Secretary Al Hofstedt, Director

Members Absent Lyle Haney, Treasurer Tim Howe, Director

Brad Crandall, Director

Others Present Cheryl Bennett, Housing and Zoning Coordinator

Cindy Hintze, Administrative Specialist

2. Consider adoption of the agenda.

MOTION BY SECRETARY SCHULTE, SECOND BY DIRECTOR HOFSTEDT, TO ADOPT THE AGENDA. MOTION PASSED UNANIMOUSLY.

3. Consider approval of minutes of the December 6, 2012, Annual Meeting.

MOTION BY SECRETARY SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO APPROVE THE DECEMBER 6, 2012, ANNUAL MEETING MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

4. Home for Generations II Program.

Ms. Bennett provided an overview of the Home for Generations II Program. The program encourages homeowners to reinvest in their homes by making value-added improvements. Participants who meet the program requirements will have access to architectural and landscaping assistance, a streamlined building permit process, a dedicated building inspector and incentive grants. Participation in the program will be administered by City staff. CEE, the Center for Energy and Environment, will administer the lending and CRF, Community Reinvestment Fund, will administer the loan servicing within their current respective contracts with the City. An open house or special event will be held to kick off the program. Requests for Proposal will be issued to engage architectural, design and landscape firms in the program.

Discussion on the funding of the Home for Generations II Program loan program ensued. Ms. Bennett referred to the proposed guidelines. She stated the loan to value ratio will be 100 percent, however, an independent third party appraisal could be used to establish value, including

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an after-improvement value, of the property. Staff would enlist the help of the City Assessor's office to review the property value if questions arose over a discrepancy between the estimated market value compared to an appraised value. The term length of the loan was proposed at 25 years, however, discussion was held that 25 years was too long and consensus was reached that 20 years was a more appropriate length of time for these program loans. The Board discussed the interest rate, comparing it with market rates and other loan term offerings, and determined that the proposed 4.5 percent rate was appropriate.

MOTION BY SECRETARY SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO CHANGE THE LOAN TERM TO FROM 25 YEARS TO 20 YEARS AND RECOMMEND THE CITY COUNCIL APPROVE THE PROGRAM GUIDELINES AS AMENDED, AND CREATING THE HOME FOR GENERATIONS II PROGRAM/REVOLVING LOAN FUND. MOTION PASSED UNANIMOUSLY.

MOTION BY SECRETARY SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO RECOMMEND THE CITY COUNCIL FUND THE HOME FOR GENERATIONS II PROGRAM LOAN FUND IN THE AMOUNT OF \$500,000, TRANSFERRING THAT AMOUNT FROM FUND 20000 TO FUND 19000. MOTION PASSED UNANIMOUSLY.

Discussion moved on to the funding request to cover the costs of an open house or special event fair to initiate the Homes for Generations II program and other marketing efforts. President Naeve questioned if the marketing was for the Foundation's portion of the fair or the whole program. Ms. Bennett stated the marketing costs will include material that will promote the event, the Homes for Generations II loan program and other loan programs offered through the Foundation. Secretary Schulte questioned the granting of dollars for this event. Ms. Bennett clarified the funds used for the event would be considered an expense of running the Home for Generations II program.

MOTION BY SECRETARY SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO RECOMMEND THE CITY COUNCIL AUTHORIZE \$4,000, TRANSFERRING THAT AMOUNT FROM FUND 20000 TO FUND 19000, TO SPONSOR AN ARCHITECTURAL/DESIGN SPECIAL EVENT, AND INCLUDING OTHER CRMAF PROGRAM MARKETING EFFORTS. MOTION PASSED UNANIMOUSLY.

Discussion was held on the architectural and/or landscape design consultations. The Foundation is asked to underwrite a portion of the cost of the consultation. The homeowner would contribute a copay toward the cost as well. Secretary Schulte clarified that the cost of the consultation is anticipated to be \$275 with the Foundation paying \$250 and the homeowner

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paying at least \$25. President Naeve stated she was not in favor of approving payment of more than \$250 per homeowner.

MOTION BY SECRETARY SCHULTE, SECOND BY DIRECTOR HOFSTEDT, TO APPROVE FUNDING IN THE AMOUNT OF \$5,000 FROM FUND 82000 TO FUND THE COST OF UNDERWRITING ARCHITECTURAL AND/OR LANDSCAPING DESIGN CONSULTATION FEES REQUIRED UNDER THE HOME FOR GENERATIONS II PROGRAM AT A MAXIMUM LEVEL OF \$250 PER HOMEOWNER. MOTION PASSED UNANIMOUSLY.

Discussion on funding incentive grants for the Home for Generations II Program was held. President Naeve indicated she was not in favor of the Foundation funding program incentives. She felt there were already several incentives built into the program, including rebates on the permit fees and a low interest rate loan. Secretary Schulte asked for more clarification on this portion of the request. Ms. Bennett stated the incentive grants encourage participation. She noted that home improvement projects that include exterior components will be eligible to receive a larger incentive grant than projects that do not. She stated improvements that have a visual impact on the neighborhood may motivate neighboring property owners to make their own improvements. Discussion was held on whether the Foundation should provide this funding now or have the HRA ask for assistance in the future. If the program is successful and in need of additional funds to incentivize exterior improvements, the Board would entertain future requests.

MOTION BY PRESIDENT NAEVE, SECOND BY VICE PRESIDENT STANTON, TO DENY THE REQUEST FOR FUNDING INCENTIVE GRANTS FROM FUND 82000 ISSUED UNDER THE HOME FOR GENERATIONS II PROGRAM. MOTION PASSED UNANIMOUSLY.

5. Consider Other Business.

Ms. Bennett stated that with the increase in recent loan program interest and improving economic conditions, there is a need to place additional money into the home improvement loan funds and recommends \$300,000 be transferred into the loan pools from Fund 20000. She noted that this does not include the ReGenerations Down Payment Assistance Loan Program fund. President Naeve asked if this action would be a recommendation to the City Council. Ms. Bennett stated it would be a recommendation to provide additional funding be placed in the program, noting that distribution of the funds among the loan pools can be determined by the Executive Committee as previously authorized by Council. It was noted that those loan pools include the existing Home Improvement Incentive, Home Rehabilitation Assistance, Two-family Rehabilitation and Emergency Home Repair Loan Program Funds.

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MOTION BY SECRETARY SCHULTE, SECOND BY PRESIDENT NAEVE, TO RECOMMEND THE CITY COUNCIL AUTHORIZE \$300,000 IN ADDITIONAL FUNDING FROM FUND 20000 BE PLACED INTO FUND 19000 FOR LOAN POOLS 73501 THROUGH 73504 WITH THE DISTRIBUTION TO BE DETERMINED BY THE EXCUTIVE COMMITTEE AS PREVIOUSLY AUTHORIZED. MOTION PASSED UNANIMOUSLY.

MOTION BY SECRETARY SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO RETURN TO THE TABLE THE TOPIC OF PROGRAM GUIDELINES FOR THE HOME FOR GENERATIONS II PROGRAM. MOTION PASSED UNANIMOUSLY.

Director Hofstedt stated the program guidelines state the eligible home must have been built prior to 1990. He believes the program should have an age requirement for the structure but not use a specific year built. Ms. Bennett stated this requirement was taken from the program concept and is part of the loan guidelines. The requirement can be removed from the loan program guidelines, however, it would remain part of the program concept as approved by the Housing and Redevelopment Authority. Secretary Schulte thought there should be an age requirement of possibly 15-20 years as of January 1 of the year the loan is made. Vice President Stanton agreed that the requirement should be a sliding date. It was noted that this would bring additional properties into the program each year.

MOTION BY DIRECTOR HOFSTEDT, SECOND BY SECRETARY SCHULTE, TO AMEND THE PROPOSED HOME FOR GENERATIONS II/REVOLVING LOAN FUND PROGRAM GUIDELINES FOR ELIGIBLE PROPERTIES ENROLLED IN THE HOME FOR GENERATIONS II PROGRAM BY REMOVING A REQUIREMENT THAT STRUCTURES BE CONSTRUCTED PRIOR TO 1990 AND REPLACING IT WITH A REQUIREMENT THAT THE AGE OF THE STRUCTURE BE 20 YEARS OR OLDER AS OF JANUARY 1 OF THE YEAR THE LOAN IS CLOSED, AND TO RECOMMEND THE COON RAPIDS HOUSING AND REDEVELOPMENT AUTHORITY AMEND THE AGE OF STRUCTURE TERMS OF THE HOME FOR GENERATIONS II PROGRAM CONCEPT ACCORDINGLY. MOTION PASSED UNANIMOUSLY.

6. Adjourn.

President Naeve declared the meeting adjourned at 9:35 a.m.



City of Coon Rapids Housing Program

Program Guidelines for the Home Improvement Loan Program and Emergency Home Repair Loan Program (Proposed) March 2013

Housing Program

Home Improvement Loan Program

On December 21, 2004, the City of Coon Rapids (hereinafter referred to as the "City") together with the Coon Rapids Mortgage Assistance Foundation made available \$650,000 for the establishment of a Home Improvement Loan Program Fund. The Home Improvement Loan Program consists of the following funds: \$300,000 to establish a Home Improvement Incentive Program, \$200,000 to establish a Home Rehabilitation Assistance Program, and \$150,000 to establish the Two-family Home Rehabilitation Program.

On December 20, 2005, the City authorized additional funding for the Home Improvement Loan Program funds as follows: \$500,000 to the Home Improvement Incentive Program, \$400,000 to the Home Rehabilitation Assistance Program and \$200,000 to the Two-family Home Rehabilitation Program.

On December 19, 2006, the City authorized a transfer of \$196,691 from the Two-family Home Rehabilitation Program and a transfer of \$127,427 from the Emergency Home Repair Loan Program Loan Fund to the Home Rehabilitation Assistance Program.

On December 18, 2007, the City authorized additional funding in the amount of \$525,000. On May 6, 2008, the Coon Rapids Mortgage Assistance Foundation Executive Committee allocated these funds plus a transfer of \$15,000 from the Emergency Home Repair Loan Program Fund in the following manner: \$300,000 Home Improvement Incentive Program, \$140,000 to the Home Rehabilitation Assistance Program and \$100,000 to the Two-family Home Rehabilitation Program.

On October 10, 2010, the Executive Committee reallocated \$50,000 each from the Home Rehabilitation Assistance Program and the Two-family Home Rehabilitation Program to the Home Improvement Incentive Program. On September 15, 2011, the Executive Committee transferred \$20,000 from the Home Improvement Incentive Program plus \$40,000 from the Two-family Home Rehabilitation Program to the Home Rehabilitation Assistance Program.

On December 20, 2011, the City authorized additional funding in the amount of \$250,000. The Executive Committee allocated \$150,000 to the Home Improvement Incentive Program and \$100,000 to the Home Rehabilitation Assistance Program.

I. Home Improvement Incentive Program

A. Program Overview: This fund is intended to provide incentive to Coon Rapids residents to make repairs or value-added improvements to their homes by providing revolving home improvement loans at attractive rates. It is not intended to be the sole source of home rehabilitation funds but rather it is intended to supplement existing loan programs available through Minnesota Housing Finance Agency (MHFA), private lenders and other housing fund resources.

B. Program Guidelines

- 1. Eligible Properties: Owner occupied single-family and two-family structures and interior work on owner occupied townhouse and quad home units. Structures must be located within the City of Coon Rapids and must be at least three years old.
- 2. Eligible Projects: Use of funds is limited to eligible improvements allowed under the MHFA Fix-up Fund, including repairs and energy related and value-added improvements. The Loan Administrator will defer to the City whenever eligibility of an improvement is uncertain. Funds must first be used to abate any outstanding order from the City's Inspection Division.
- **3. Ineligible Projects:** Funds may not be used for the following projects: recreational items; refinancing existing indebtedness; working capital or labor costs of borrowers, residents or unlicensed contractors; personal property; repairs to property used for business or trade purposes or exterior repairs or improvements to townhouse and quad home units.
- 4. Underwriting Decision: Standard and prudent underwriting criteria will apply. Borrowers must own the property to be improved and have acceptable credit history with no outstanding judgments. Borrowers who have had a defaulted loan or who have had a bankruptcy in the two years preceding application will be denied. Borrowers must be current on all mortgage payments and property taxes. The Loan Administrator may approve or deny a loan based on a credit report, income verification and other criteria outlined above.
- 5. Work by Borrower: Work may be performed on a "sweat equity" basis. Loan funds may be used for materials only and may not be used for labor compensation or the purchase of tools and equipment. The Loan Administrator must determine that the borrower has the ability to properly complete the work and to complete the work within the program time requirement. Materials must be purchased and installed prior to the disbursement of the loan proceeds.

C. Program Terms

1. Interest Rate: Interest rates applied to the loan depend on annual household income calculated as a percentage of the U.S. Department of Housing and Urban Development (HUD) area median income (AMI) and are applied according to the following:

Income	Interest Rate
Greater than 110% AMI	Indexed at 1/8 of one percent less than the Minnesota Housing Finance Agency Fix Up Fund Rate
80 to 110 % AMI	Indexed at 3/8 of one percent less than the Minnesota Housing Finance Agency Fix Up Fund Rate
Less than 80% AMI	Indexed at 5/8 of one percent less than the Minnesota Housing Finance Agency Fix Up Fund Rate

2. Income Limits: There is no maximum income limit for this program; however, for the purpose of determining interest rates, the current HUD AMI is established:

Family Size	80% AMI	110% AMI
1	45,100	63,470
2	51,550	72,490
3	58,000	81,510
4	64,400	90.530
5	69,600	97,790
6	74,750	105,050
7	79,900	112,310
8+	85,050	119,570

- 3. **Property Value Limit:** None.
- **4. Loan Term:** Generally, one year for each \$1,000 borrowed except that the maximum term will be 20 years. The loan may be prepaid at any time without penalty.
- **5. Loan Amount:** The minimum loan made under this program will be \$2,500 and the maximum loan amount will be \$25,000. More than one loan per household will be permitted based upon availability of funds and the ability of the borrower to qualify. The cumulative total of all loans may not exceed \$25,000.
- **6. Debt-to-Income Ratio:** Borrowers must have the ability to repay the loan. Borrowers who have a debt-to-income ratio, including the new loan, in excess of 55% will be denied loan financing.

7. Loan-to-Value Ratio: Borrowers will be denied loan funding if the loan-to-value ratio of all loans secured by the property, including the new loan, exceed 100% of the property value as established in Section I.C.3. above.

II. Home Rehabilitation Assistance Program Loan Fund

A. Program Overview: This fund is intended to provide assistance to Coon Rapids residents to make necessary repairs or improvements to their homes. The program fund offers low-interest revolving loans; deferred payment options are available to borrowers at or below 50 percent of area median income.

B. Program Guidelines

- 1. Eligible Properties: Owner occupied single-family structures. Structures must be located within the City of Coon Rapids and must be at least ten years old.
- 2. Eligible Projects: Use of funds is limited to permanent general improvements which shall include such alterations, renovations or repairs upon or in connection with existing structures which correct defects or deficiencies in the property affecting directly the minimum building code housing standards or the safety, habitability, energy consumption or accessibility of the property. The Loan Administrator will perform an analysis of the condition of the property to identify and prioritize eligible improvements. The Loan Administrator will defer to the City whenever eligibility of an improvement is uncertain. Funds must first be used to abate any outstanding order from the City's Inspection Division.
- **3. Ineligible Projects:** Funds may not be used for the following projects: recreational items; refinancing existing indebtedness; working capital or labor costs of borrowers, residents or unlicensed contractors; personal property or repairs to property used for business or trade purposes.
- 4. Underwriting Decision: Standard and prudent underwriting criteria will apply. Borrowers must own the property to be improved and have acceptable credit history with no outstanding judgments. Borrowers who have had a defaulted government loan or who have had a bankruptcy in the two years preceding application will be denied. Borrowers must be current on all mortgage payments and property taxes. The Loan Administrator may approve or deny a loan based on a credit report, income verification and other criteria outlined above.

5. Work by Borrower: Work may be performed on a "sweat equity" basis. Loan funds may be used for materials only and may not be used for labor compensation or the purchase of tools and equipment. The Loan Administrator must determine that the borrower has the ability to properly complete the work and to complete the work within the program time requirement. Materials must be purchased and installed prior to the disbursement of the loan proceeds.

C. Program Terms

1. Interest Rate: Interest rates applied to the loan depend on annual household income calculated as a percentage of the U.S. Department of Housing and Urban Development (HUD) area median income (AMI) and are applied according to the following:

Income	Interest Rate
81 to 110 % AMI	2.75%
51 to 80% AMI	1.5%
30 to 50% AMI	1%
Less than 30% AMI	0.5%

2. Income Limits: The maximum income limit for this program is 110% of AMI; for the purpose of determining interest rates, the current HUD AMI is established:

Family Size	30% AMI	50% AMI	80% AMI	110% AMI
1	17,300	28,850	45,100	63,470
2	19,800	32,950	51,550	72,490
3	22,250	37,050	58,000	81,510
4	24,700	41,150	64,400	90.530
5	26,700	44,450	69,600	97,790
6	28,700	47,750	74,750	105,050
7	30,650	51,050	79,900	112,310
8+	32,650	54.350	85,050	119,570

- **3. Property Value Limit:** The maximum assessed value of a property assisted by this program may not exceed 102 percent of current year value of the benchmark Middle Value Home as determined by the Coon Rapids Assessing Division.
- **4. Loan Term:** Generally, one year for each \$1,000 borrowed except that the maximum term will be 25 years.

Borrowers having incomes at or below 50% AMI may defer loan payments until sale, transfer, conveyance or cessation of residency of the property at which time the total amount of the loan plus interest as indicated in Section II.C.1. above shall

- become immediately due and payable. Interest will compound annually. The loan may be prepaid at any time without penalty.
- **5. Loan Amount:** The minimum loan made under this program will be \$2,500 and the maximum loan amount will be \$30,000. More than one loan per household will be permitted based upon availability of funds and the ability of the borrower to qualify. The cumulative total of all loans may not exceed \$30,000.
- **6. Debt-to-Income Ratio:** Borrowers not qualifying for deferred payment must have the ability to repay the loan and must have a debt-to-income ratio, including the new loan, in excess of 55% will be denied loan financing. This requirement also applies to borrowers who qualify for deferred payment but elect instead to make payments on the loan.

For those borrowers at or below 50% AMI and deferring payment, the lien must be collectible for the term of the repayment agreement. Therefore, all encumbrances against the property may not exceed 100% of the property value.

7. Loan-to-Value Ratio: Borrowers will be denied loan funding if the loan-to-value ratio of all loans secured by the property, including the new loan, exceed 100% of the property value as established in Section II.C.3. above.

III. Two-family Home Rehabilitation Program

A. Program Overview: This fund is intended to provide incentive to Coon Rapids property owners of two-family homes to undertake maintenance and rehabilitation projects at the same time as the adjoining tenant to ensure that the exteriors of both units remain compatible. The program fund offers low-interest revolving loans; deferred payment options are available to borrowers at or below 50 percent of area median income.

B. Program Guidelines

- **1. Eligible Properties:** Owner or renter occupied two-family structures. Structures must be located within the City of Coon Rapids.
- **2. Eligible Projects:** Use of funds is limited to permanent general improvements to the exterior of the units. The Loan Administrator will defer to the City whenever eligibility of an improvement is uncertain. Funds must first be used to abate any outstanding order from the City's Inspection Division.

This fund may only be used when exterior improvements are undertaken on both units of a two-family structure at the same time and may be used in combination with either the Home Improvement Incentive Program/Revolving Loan Fund or the Home Rehabilitation Assistance Program/Deferred Loan Fund

- **3. Ineligible Projects:** Funds may not be used for the following projects: recreational items; refinancing existing indebtedness; working capital or labor costs of borrowers, residents or unlicensed contractors; personal property or repairs to property used for business or trade purposes.
- 4. Underwriting Decision: Standard and prudent underwriting criteria will apply. Borrowers must own the property to be improved and have acceptable credit history with no outstanding judgments. Borrowers who have had a defaulted government loan or who have had a bankruptcy in the two years preceding application will be denied. Borrowers must be current on all mortgage payments and property taxes. The Loan Administrator may approve or deny a loan based on a credit report, income verification and other criteria outlined above.
- 5. Work by Borrower: Work may be performed on a "sweat equity" basis. Loan funds may be used for materials only and may not be used for labor compensation or the purchase of tools and equipment. The Loan Administrator must determine that the borrower has the ability to properly complete the work and to complete the work within the program time requirement. Materials must be purchased and installed prior to the disbursement of the loan proceeds.

C. Program Terms

1. Interest Rate: Interest rates applied to the loan depend on annual household income calculated as a percentage of the U.S. Department of Housing and Urban Development (HUD) area median income (AMI) and are applied according to the following:

Income	Interest Rate	
Greater than 110% AMI	4.5%	
81 to 110 % AMI	2.75%	
51 to 80% AMI	1.5%	
30 to 50% AMI	1%	
Less than 30% AMI	0.5%	

2. Income Limits: There is no maximum income limit for this program; however, for the purpose of determining interest rates, the current HUD AMI is established:

Family Size	30% AMI	50% AMI	80% AMI	110% AMI
1	17,300	28,850	45,100	63,470
2	19,800	32,950	51,550	72,490
3	22,250	37,050	58,000	81,510
4	24,700	41,150	64,400	90.530
5	26,700	44,450	69,600	97,790
6	28,700	47,750	74,750	105,050
7	30,650	51,050	79,900	112,310
8+	32,650	54,350	85,050	119,570

- **3. Property Value Limit:** The maximum assessed value of a property assisted by this program may not exceed 102 percent of current year value of the benchmark Middle Value Home as determined by the Coon Rapids Assessing Division.
- **4. Loan Term:** Generally, one year for each \$1,000 borrowed except that the maximum term will be 25 years.

Borrowers having incomes at or below 50% AMI may defer loan payments until sale, transfer, conveyance or cessation of residency of the property at which time the total amount of the loan plus interest as indicated in Section III.C.1. above shall become immediately due and payable. Interest will compound annually. The loan may be prepaid at any time without penalty.

- **5. Loan Amount:** The minimum loan made under this program will be \$2,500 and the maximum loan amount will be \$30,000 per dwelling unit. More than one loan per household will be permitted based upon availability of funds and the ability of the borrower to qualify. The cumulative total of all loans may not exceed \$30,000 per dwelling unit.
- **6. Debt-to-Income Ratio:** Borrowers not qualifying for deferred payment must have the ability to repay the loan; borrowers with a debt-to-income ratio, including the new loan, in excess of 55% will be denied loan financing. This requirement also applies to borrowers who qualify for deferred payment but elect instead to make payments on the loan.

For those borrowers at or below 50% AMI and deferring payment, the lien must be collectible for the term of the repayment agreement. Therefore, all encumbrances against the property may not exceed 100% of the property value as established in Section III.C.3. above.

7. Loan-to-Value Ratio: Borrowers will be denied loan funding if the loan-to-value ratio of all loans secured by the property, including the new loan, exceed 100% of the property value as established in Section III.C.3. above.

IV. Home for Generations II Program/Revolving Loan Fund

A. Program Overview: This fund is intended to encourage high quality, aesthetic construction by providing incentives to Coon Rapids residents to make major improvements to single-family dwellings that meet the functional needs of contemporary households. It is intended to increase the value of the property and promote reinvestment in neighborhoods.

B. Program Guidelines

- 1. Eligible Properties: Owner occupied single-family, two-family, townhouse and quad home structures enrolled in the Home for Generations II Program as approved by the Coon Rapids Housing and Redevelopment Authority. Exterior work on two-family, townhouse and quad home units must comply with all provisions of party wall agreements, homeowner association documents and City Code regulations. Structures must be located within the City of Coon Rapids and be at least 20 years old as of January 1 of the year the loan is closed.
- **2. Eligible Projects:** Total project cost must exceed \$35,000 and the scope of the project must include at least one of the following project types:
 - **a.** Additions, including one or more of the following:
 - i. Addition of residential living space;
 - ii. Sunrooms and similar appurtenances as permitted by City Code;
 - iii. Conversion of unfinished basement or attic space to living space;
 - iv. Covered front entry porch and/or enclosed entry, but not decks; and
 - v. Conversion of garage space to living space and replacement garage
 - space if such space is required.
 - **b. Major remodeling**, including major kitchen, bathroom or basement remodeling and addition of a bathroom or bathrooms.

Other types of improvements including, but not limited to, siding, windows, doors, mechanical updates, and roofs qualify but only in conjunction with one or more eligible projects listed in a. or b. above. The City will determine eligibility of an improvement prior to its inclusion in this program loan fund.

- 3. Ineligible Projects: Funds may not be used for the following projects: recreational items; refinancing existing indebtedness; working capital or labor costs of borrowers, residents or unlicensed contractors; personal property; repairs to property used for business or trade purposes.
 - 4. Underwriting Decision: Standard and prudent underwriting criteria will apply.

 Borrowers must own the property to be improved and have acceptable credit history with no outstanding judgments. Borrowers who have had a defaulted loan or who have had a bankruptcy in the two years preceding application will be denied. Borrowers must be current on all mortgage payments and property taxes. The Loan Administrator may approve or deny a loan based on a credit report, income verification and other criteria outlined above.
 - 5. Work by Borrower: Work may be performed on a "sweat equity" basis. Loan funds may be used for materials only and may not be used for labor compensation or the purchase of tools and equipment. The Loan Administrator must determine that the borrower has the ability to properly complete the work and to complete the work within the program time requirement. Materials must be purchased and installed prior to the disbursement of the loan proceeds.

C. Program Terms

- 1. Interest Rate: 4.50% fixed.
 - **2. Income Limits:** There is no maximum income limit.
 - 3. **Property Value Limit:** There is no maximum property value limit.
- 4. Loan Term: Generally, one year for each \$1,000 borrowed except that the maximum term will be 20 years. The loan may be prepaid at any time without penalty.
 - 5. Loan Amount: The minimum loan made under this program will be \$5,000 and the maximum loan amount will be \$50,000. More than one loan per household will be permitted based upon availability of funds and the ability of the borrower to qualify. The cumulative total of all loans may not exceed \$50,000.
 - 6. Debt-to-Income Ratio: Borrowers must have the ability to repay the loan.

 Borrowers who have a debt-to-income ratio, including the new loan, in excess of 55% will be denied loan financing.
 - 7. Loan-to-Value Ratio: Borrowers will be denied loan funding if the

loan-to-value ratio of all loans secured by the property, including the new loan, exceed 100% of the estimated market value of the property as determined by the City Assessor as of January 2nd of the year the loan is closed. An independent, third party appraisal completed within the last six months, obtained at the borrower's expense, may be used to establish value in lieu of the estimated market value. An independent, third party appraisal may also be used to establish an after-improvement value.

Emergency Home Repair Loan Program

On December 21, 2004, the City of Coon Rapids (the "City") together with the Coon Rapids Mortgage Assistance Foundation made available \$50,000 for the establishment of an Emergency Home Repair Loan Program/Low or Zero Interest Deferred Loan Fund.

On December 20, 2005, the City authorized additional funding for the Emergency Home Repair Loan Program/Low or Zero Interest Deferred Loan Fund in the amount of \$100,000.

On December 19, 2006, the City authorized the transfer of \$127,427 from the Emergency Home Repair Loan Program/Low or Zero Interest Deferred Loan Fund to the Home Rehabilitation Assistance Program/Low or Zero Interest Deferred Loan Fund of the Coon Rapids Home Improvement Loan Program.

On May 6, 2008, the Executive Committee of the Coon Rapids Mortgage Assistance Foundation transferred \$15,000 from the Emergency Home Repair Loan Program to other program funds.

V. Emergency Home Repair Loan Program

A.Program Overview: This fund is intended to provide funds for homeowners in the City of Coon Rapids that have emergency repair needs but who do not qualify for other home improvement loan, deferred loan or grant programs, including MHFA and Community Development Block Grant (CDBG), or are unable to secure an insurance claim. The fund provides low-interest deferred loans to qualified borrowers.

B.Program Guidelines

- 1. Eligible Properties: Owner occupied single-family and two-family structures. Structures must be located within the City of Coon Rapids.
- **2. Eligible Projects:** Use of funds is limited to permanent general improvements which shall include such alterations, renovations or repairs upon or in connection

with existing structures which correct defects or deficiencies in the property affecting directly the minimum building code housing standards or the safety and habitability of the property. The emergency work must be necessitated by extraordinary circumstances relating to damages to the property as a result of events beyond the control of the borrower; failure of plumbing, heating or electrical systems defects in the roof or foundation systems. The Loan Administrator will perform an analysis of the emergency condition of the property to determine the severity of the condition and the eligibility of improvements. The Loan Administrator will defer to the City whenever eligibility of an improvement is uncertain. Funds must first be used to abate any outstanding order from the City's Inspection Division.

- **3. Ineligible Projects:** Funds may not be used for the following projects: recreational items; refinancing existing indebtedness; working capital or labor costs of borrowers, residents or unlicensed contractors; personal property or repairs to property used for business or trade purposes.
- 4. Underwriting Decision: Standard and prudent underwriting criteria will apply. Borrowers must own the property to be improved and have acceptable credit history with no outstanding judgments. Except in circumstances with reasonable explanation(s), borrowers who have had a defaulted government loan or who have had a bankruptcy in the two years preceding application will be denied. Borrowers must be current on all mortgage payments and property taxes. The Loan Administrator may approve or deny a loan based on a credit report, income verification and other criteria outlined above.
- **5. Work by Borrower:** The property owner is not eligible to complete the improvement to the property. All work must be completed by a properly licensed, bonded and insured contractor.

C. Program Terms

1. Interest Rate: Interest rates applied to the loan depend on annual household income calculated as a percentage of the U.S. Department of Housing and Urban Development (HUD) area median income (AMI) and are applied according to the following:

Income	Interest Rate
81 to 110 % AMI	2.75%
51 to 80% AMI	1.5%
30 to 50% AMI	1%
Less than 30% AMI	0.5%

2. Income Limits: The maximum income limit for this program is 110% of AMI; for the purpose of determining interest rates, the current HUD AMI is established:

Family Size	30% AMI	50% AMI	80% AMI	110% AMI
1	17,300	28,850	45,100	63,470
2	19,800	32,950	51,550	72,490
3	22,250	37,050	58,000	81,510
4	24,700	41,150	64,400	90.530
5	26,700	44,450	69,600	97,790
6	28,700	47,750	74,750	105,050
7	30,650	51,050	79,900	112,310
8+	32,650	54,350	85,050	119,570

- **3. Property Value Limit:** The maximum assessed value of a property assisted by this program may not exceed 102 percent of current year value of the benchmark Middle Value Home as determined by the Coon Rapids Assessing Division.
- **4. Loan Term:** Upon sale, transfer, conveyance or cessation of residency of the property or after twenty (20) years from the date of the loan note, whichever comes first, at which time the total amount of the loan plus interest as indicated in Section III.C.1. above shall become immediately due and payable. Interest will compound annually. The City, at its discretion, may extend the maturity date of the loan. The loan may be prepaid at any time without penalty.
- **5. Loan Amount:** The maximum loan made under this program will be \$10,000.
- **6. Loan-to-Value Ratio:** Borrowers will be denied loan funding if the loan-to-value ratio of all loans secured by the property, including the new loan, exceed 100% of the property value as established in Section V.C.3. above.

General Conditions and Procedures applicable to all Home Loan Programs

- VI. General Conditions and Procedures applicable to Programs I through V: Home Improvement Incentive Program/Revolving Loan Fund, Home Rehabilitation Assistance Program/Low or Zero Interest Deferred Loan Fund, Two-family Home Rehabilitation Program/Low Interest Deferred Loan Fund, Home for Generations II Program/Revolving Loan Fund and the Emergency Home Repair Loan Program /Low or Zero Interest Deferred Loan Fund
 - 1. Application Processing: Loan applications will be processed on a first-come, first-serve basis. Applications must be submitted on an approved form and accompanied by supporting documentation and releases including, but not limited to, income and property ownership verifications, scope of work to be completed and a contractor acknowledgment plus a minimum of two bids for projects exceeding \$5,000 and one bid for projects of less than \$5,000 or a completed application package for work by owner.

Prior to the application processing of a Home for Generations II Program loan application, the Loan Administrator must receive from the City of Coon Rapids a certification of program participation by the borrower in said program.

- **2. Loan Security:** All loans will be secured by a mortgage in favor of the City.
- **3. Subordination:** The City of Coon Rapids will not subordinate its interest in any loan made under this program.
- **4. Assumption:** No person may assume the remaining balance of any loan made under this program.
- **Total Project Cost:** It is the responsibility of the borrower to obtain the funds necessary to finance the cost of the entire project. If the final project cost exceeds the original loan amount, the borrower must obtain additional funds. The Loan Administrator must be able to direct borrower to additional funding sources.
- **6. Contractors/Permits:** All contractors must be properly licensed, bonded and insured. Permits must be obtained when required by code.
- 7. Work Completion: All work must be completed within 120 days of the loan closing. When conditions warrant, the Loan Administrator may authorize exceptions considered on a case by case basis.

- **8. Rehabilitation Counseling:** The Loan Administrator will provide borrowers rehabilitation counseling services to assist the borrower to proceed with the improvement including an informational site visit and assistance with collection and evaluation of bids.
- **9. Custody of Funds:** Loan program funds will remain in the custody of the City until an individual loan closes at which time the individual loan funds will remain in the custody of the Loan Administrator until payment for completed work.
- 10. Program Income: Program income earned through loan funds held by the Loan Administrator will be returned to the Coon Rapids Mortgage Assistance Foundation Program Fund for the purpose of funding additional home improvement loans and program administration costs. Program income earned through repayment of loans will be returned to the Coon Rapids Mortgage Assistance Foundation Program Fund for the purpose of funding additional home improvement loans and program administration costs.
- 11. **Disbursement Process:** Payment to the contractor or, in the event of work by borrower, to the borrower, will be made following successful completion of all work. In the event that a building permit is not required, a post installation inspection will be performed by the Loan Administrator to verify completion of the work. The following items must be received prior to final disbursement of funds:
 - a. final, original invoices from all contractors or original material receipts from suppliers:
 - b. original Lien Waiver(s) for entire cost of project;
 - c. approved final inspection verification by the Loan Administrator or evidence of abatement of all required building permit(s); and
 - d. executed Completion Certificate(s) for each contractor.
- 12. Loan Costs: The City will pay, as part of the administrative overhead of the program, loan application and processing, rehabilitation counseling and post installation inspection fees out of the Coon Rapid Mortgage Assistance Program Fund. Servicing costs will be paid out of program income. Borrowers will pay all applicable recording fees and mortgage registration tax costs. Borrowers, if necessary, will be assessed a fee for submitting a late payment or a fee if a payment is returned to the loan servicer for insufficient funds or other reasons.



City Council Regular 19.

Meeting Date: 03/19/2013

Subject: Approve Lease Agreement with GPS Technologies, Inc. for Ipar Golf Cart GPS Units at Bunker

Hills

From: Tim Anderson, Golf Pro/Manager

INTRODUCTION

Staff recommends authorization to re-appropriate funds toward the lease (rental) of new GPS units for golf carts.

DISCUSSION

In 2002, GPS yardage indicators were introduced at Bunker Hills Golf Club and were very well received by the golfing public. Over time, some units have failed and Bunker HillsGolf Club now has about 70 working units (need 80). In addition, the current units are no longer in production and are not repairable. It should be pointed out, that the units lasted longer than the normal expected life.

GPS Technologies, Inc. provides a new unit that provides the following improvements:

- * Color screen
- * Distance to hazards
- * Front, middle and back pin distances

In addition to the drastic improvements in quality, the price per unit is less than other like golf cart GPS systems. Therefore, staff is recommending that the City lease the units for four years at a yearly cost of \$4,800. At the end of the four years, the Golf Club could purchase the units at \$89 per unit. However, this will be evaluated at that time due to the rapid change in technology. There is no financial incentive to purchasing the units rather than leasing them.

Staff is recommending that the City Council authorize a budget re-appropriation for the rental of the units.

RECOMMENDATION

Staff recommends Council adopt Resolution 13-47 amending the 2013 Golf Fund Budget to appropriate \$5,000 for this purchase.

Attachments

RS 13-47

IPAR GPS

RESOLUTION NO. 13-47

RESOLUTION AMENDING THE 2013 GOLF FUND BUDGET

- **WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget and subsequent amendments; and
- **WHEREAS**, the present GPS units on 80 golf carts are no longer serviceable and utilize older technology; and
- WHEREAS, the Golf Club is able to obtain new units at a very reasonable cost; and
- WHEREAS, the cost to complete the lease payment is estimated to be \$5,000; and
- WHEREAS, the 2013 budget does not include funds for GPS units for golf carts; and
- **WHEREAS**, the new units will enhance the quality of the golf course and provide customer service; and
- WHEREAS, funds are available in the Golf Fund balance to allocate to this purchase;
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to allocate \$5,000 to other charges and services from the Golf Fund balance for the lease payment of the GPS units for the golf carts.

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		





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City Council Regular 20.

Meeting Date: 03/19/2013

Subject: Replacement Wheel Loader **Submitted For:** Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff recommends the purchase of a replacement heavy duty wheel loader at a cost of \$198,900 tax included.

DISCUSSION

Unit 24 is a 1999 John Deere heavy duty wheel load that is well worn and has significant rust damage to the cab, cowl, fenders and wheels along with a transmission that is in need of major repairs. In the past, a transmission repair this significant cost about \$40,000. The life-to-date maintenance cost for this unit is \$72,129. Due to the considerable age and the repairs needed for the current unit, staff recommends replacement. Ziegler, Inc. quoted a new Caterpillar wheel loader per City specifications and state contract pricing at \$198,900 tax included. Disposal of the current unit is still being considered as staff would like to try using auction services to increase income from the sale of the used unit versus the presumed lower trade allowance given by the dealer.

RECOMMENDATION

Staff requests approval to purchase the Caterpillar wheel loader at a total cost of \$198,900 tax included.

Fiscal Impact

BUDGET IMPACT:

The 2013 budget reflects an approved budget of \$213,750 for this replacement loader, leaving a surplus of \$14,850. The surplus of funds can then be used to offset the short-fall of funds for the purchase of the two sidewalk tractors described in a separate memo.



City Council Regular 21.

Meeting Date: 03/19/2013

Subject:Replacement Sidewalk TractorsSubmitted For:Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff recommends the purchase of two replacement sidewalk tractors and attachments at a cost of \$325,296 as part of the replacement schedule.

DISCUSSION

Two 1998 sidewalk tractors, renovated in 2007, are due for replacement as part of the City replacement schedule. The tractors are used to clear snow on sidewalks using either a V plow, snow plow or a snow blower depending on the amount of snow. They are also used in the summer as flail mowers to rough mow along the roadside ditches and trails and on large open City owned undeveloped land. The 2007 renovations cost approximately \$24,000 each with the goal of getting an additional 5 years use. Life to date maintenance cost including rehab for one unit is about \$61,940 and life to date maintenance cost for the second unit is \$60,880.

Over the course of 2012, staff had potential state contract vendors provide demo units for testing on regular service jobs for up to two weeks. Street department staff advised that the best overall unit was the Belos Trans Giant at a cost of \$162,648 each including tax for a total cost of \$325,296. The vendor has indicated that they are not interested in the old units. Therefore, staff is exploring alternatives in the disposal of these units such as auction or open market sales options.

RECOMMENDATION

Staff recommends the authorization to purchase two Belos Trans Giant sidewalk tractors at a state contract price of \$325,296 tax included.

Fiscal Impact

BUDGET IMPACT:

The 2012 capital budget included \$309,938 to be used for the purchase of these two replacement tractors which have been carried forward to the 2013 budget. However, the price on the tractors has risen since originally budgeted. Total outlay for two Belos units with attachments will be \$325,296 which exceeds the budget amount by \$15,358. Fund savings of \$14,850 from the purchase of a budgeted replacement wheel loader will be applied to the tractor purchase, which results in a total fund shortage of \$508.



City Council Regular 22.

Meeting Date: 03/19/2013

Subject: Purchase of a Replacement Copy Machine for City Manager Area

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff is requesting authorization to purchase a replacement copy machine for the Manager's area and the adoption of Resolution 13-46 for re-appropriation of funds to cover this purchase.

DISCUSSION

Staff is recommending the purchase of a Sharp MX 4111N color copy machine at a cost of \$10,957.89 tax included, to replace the current color Ricoh 3245C machine being leased in the City Manager's area. The Ricoh being leased has been increasingly more difficult to repair. The vendor that services this machine indicated that parts will be more difficult to find, impacting future service costs. After extensive research, staff feels that purchasing a new machine would be more cost effective. The cost per copy of the current machine is about \$0.076, while the cost per copy of the new machine will be about \$0.046, which includes amortization of the machine cost over five years. Along with cost savings, the new machine comes with new technology that will make it easier and more efficient to archive documents by linking Laserfiche quality scanned documents to the City's existing scanning software.

RECOMMENDATION

Staff recommends:

- a. Adoption of Resolution 13-46 amending the 2013 Budget to reappropriate \$10,957.89 from Capital Equipment Fund balance to capital outlay.
- b. Authorization to purchase the Sharp MX 4111N copy machine at a cost of \$10,957.89 tax included.

Fiscal Impact

BUDGET IMPACT:

Although this purchase was not anticipated in the 2013 budget, there are sufficient funds available in the Capital Equipment Fund balance to cover this \$10,957.89 capital outlay purchase.

Attachments

Res 13.46

RESOLUTION NO. 13-46

RESOLUTION AMENDING THE 2013 GENERAL FUND BUDGET

- **WHEREAS,** Section 1-700 of the City Charter provides for adoption of an annual budget and subsequent amendments; and
- **WHEREAS**, the 2013 budget does not include funds for a copy machine for the City Manager area; and
- WHEREAS, the cost to complete the purchase is estimated to be \$10,957.89; and
- **WHEREAS**, funds are available in the Capital Equipment Fund balance to allocate to this purchase; and
- WHEREAS, Capital Outlay purchases must specifically be identified per the City Code 2-803,
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to allocate \$10,957.89 to capital outlay from the Capital Equipment Fund balance for the purchase of the copy machine for the City Manager area.

Adopted this 19th day of March, 2013.

	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		